

Humboldt County Occupational Outlook Report 1999-2001



Occupational Outlook Humboldt County Year 1999 - 2001

*A product
of
The California Cooperative Occupational Information System
(CCOIS)*



<http://www.calmis.ca.gov>

*Sponsored
by:*

*The Employment Training Department of Humboldt County
Farrel G. Starr, Executive Director*



*State of California Employment Development Department
California Occupational Information Coordinating Committee*

**For more information contact:
Dennis Marshall, Labor Market Information Specialist
(707) 441-4665**

or

Steve Hughes, MS, Project Coordinator

**The Employment Training Department of Humboldt County
930 Sixth Street
Eureka, CA 95501
(707) 441-4600**

Acknowledgements

We wish to express sincere appreciation to all employers who participated in this community project and for the invaluable support received from EDD, LMID, and CCOIS. Special thanks to Bruce Foxley & Dolly Cluver for their support and to Matt Durham & Zach Smith, our computer wizards.

*For additional copies
or
further information, contact:*

***Employment Training Department
of Humboldt County
930 Sixth Street
Eureka, CA 95501
(707) 441-4600***

***Labor Market Information Specialist:**
Dennis Marshall*

***Project Coordinator:**
Stephen Hughes, MS*

Cover Photos

Eureka Fire Department by Gary Stone
“Barracuda” U.S. Coast Guard, Eureka by Gary Todoroff, Datamaster Designs

Preface

This Occupational Outlook Report (OOR) is based on studies in which various occupations were selected for research; employer samples were developed; surveys were conducted; and the resulting data was tabulated, analyzed, and compared with additional sources of information. The final results are published in this report.

Training programs offered by adult schools, community colleges, regional occupational programs, private post secondary schools, and apprenticeships in Humboldt County are available for some of the occupations listed in this report and are listed in each description.

Table of Contents

Sponsors	1
Acknowledgments	2
Table of Contents	3-5
What is the Employment Training Department?	6
Introduction	7
Guide to Occupational Summaries 2001	8-9
2001 Occupational Summaries	
* Bill and Account Collectors	10-11
* Bookkeeping, Accounting, and Auditing Clerks	12-13
* Bus Drivers	14-15
* Child Care Workers	16-17
* Computer Aided Design (CAD) Technicians	18-19
* Computer Support Specialists	20-21
* Firefighters	22-23
* Food Preparation Workers	24-25
* Food Service Managers	26-27
* Home Health Aides	28-29
* Internet Web Site Designers / Developers (Webmasters)	30-31
* Machinery Maintenance Mechanics	32-33
* Office Managers	34-35
* Painters, Paperhangers-Construction and Maintenance	36-37
* Purchasing Managers	38-39
* Registered Nurses	40-41
* Reporters and Correspondents	42-43
* Salespersons-Retail (Except Vehicle Sales)	44-45
* Traffic, Shipping, and Receiving Clerks	46-47
* Welfare Eligibility Workers and Interviewers	48-49
Humboldt County Occupational Outlook Report 2001	4

Table of Contents

Guide to Occupational Summaries 2000	50-51
2000 Occupational Summaries	
* Auto Body Repairers	52-53
* Cashiers	54-55
* Cooks, Restaurant	56-57
* Counter and Rental Clerks	58-59
* Dental Assistants	60-61
* Hotel Desk Clerks	62-63
* Industrial Truck and Tractor Operators	64-65
* Instructional Aides	66-67
* Lodging Managers	68-69
* Maids and Housekeeping Cleaners	70-71
* Maintenance Repairers-General Utilities	72-73
* Medical Secretaries	74-75
* Reception and Information Clerks	76-77
* Teachers, Preschool	78-79
* Tire Repairers and Changers	80-81
* Truck Drivers, Heavy	82-83
* Truck Drivers, Light	84-85
* Waiters and Waitresses	86-87
* Welders and Cutters	88-89

Table of Contents

Guide to Occupational Summaries 1999	90-91
1999 Occupational Outlook Summaries	
* Animal Caretakers	92-93
* Assemblers & Fabricators	94-95
* Auto Mechanics	96-97
* Bakers-Bread & Pastry	98-99
* Bartenders	100-101
* Bus & Truck Mechanics Diesel Engine	102-103
* Cabinet Makers and Bench Carpenters	104-105
* Carpenters	106-107
* General Office Clerk	108-109
* Guards & Watch Guards	110-111
* Human Service Workers	112-113
* Janitors & Cleaners	114-115
* Licensed Vocational Nurses	116-117
* Loan & Credit Clerks	118-119
* Medical Assistants	120-121
* Pharmacy Technicians	122-123
* Plumbers, Pipefitters, and Steamfitters	124-125
* Printing Press Machine Operators and Tenders	126-127
* Secretaries	128-129
* Stock Clerks-Stockroom, Warehouse, Storage Yard	130-131
Survey Methodology	132-133
Local Training Facilities	134-136
Local Union Information	137
Sample Survey	138-139

Q: What is the Employment Training Department ?

A: The Employment Training Department (ETD) is a group of local professionals who specialize in employment training services. These services are currently federally funded through the Workforce Investment Act (WIA).

The purpose of ETD is to help prepare youth and adults for entry into the labor force and to provide job training to individuals facing barriers to employment.

ETD offers a wide variety of specialized training programs, whether you are a youth still in school or an unemployed adult worker. If you are looking for your first job or want to get special training leading to a rewarding career, ETD can help you.

ETD also encourages nontraditional employment opportunities for women and men.

The Employment Training Department's programs will help you get the skills and experience employers want.

Programs Offered:

Occupational Skills (Classroom) Training

A program offered through contractual agreement with public and private agencies to provide training and job placement in a variety of vocations.

On-the-Job Training

A program that provides incentives to employers for hiring and training employees through ETD

Re-employment Services

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closures or consolidations.

Youth Program

A program that exposes young adults, ages 16 to 21, to the "world-of-work." Activities include pre-employment skills activities, work experience, work maturity, and job specific skills training.

ETD Advantages:

Clients Benefit

By receiving assistance in career counseling, job training, and placement, clients can develop more productive and financially independent lives.

Employers Benefit

At no cost to employers, ETD provides:

- Pre-screening of applicants' skills and educational levels
- Specifically designed on-the-job occupational training
- Financial incentives for hiring WIA-eligible applicants

Community Benefits

ETD brings Humboldt County businesses, residents, and employers together, creating mutual relationships that maintain and stimulate employment and economic prosperity in our area.

ETD is a proud partner of the Job Market, Humboldt County's one-stop for employment, education, and training services. To obtain more information on these Humboldt County opportunities, contact the Job Market at (707) 445-6149, or stop by at 409 K Street, Eureka, California 95501. (ETD is an equal opportunity agency. Auxiliary aids and services are available to individuals with disabilities. All services are subject to fund availability.)

♦ Employment Development Department

Job Services for Employers and Job seekers

The Employment Development Department (EDD) is the largest source of personnel recruitment in California. There is no fee to employers or job seekers. In addition to traditional office-based services, EDD customers can go on line to list a job, view current openings, or post a resume. For more information on CalJOBS, telephone (707) 445-6532, or on-line at <http://www.caljobs.ca.gov>.

Introduction

This Occupational Outlook Report has been prepared to provide the user with an appropriate beginning to explore the Humboldt County labor market. The information in this book was gathered from local employers, and accurately represents their responses to the extent possible. Please remember that not all employers agree to furnish information and, therefore, could not be included in this publication. Other unforeseen events, such as economic conditions, technology, and legal decisions, can also influence the labor market. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative). This report should be combined with other sources of occupational information before making important career decisions. Data for 1999, 2000, and 2001 are presented in this report. Data for 2001 were gathered between July 24, 2001, and November 16, 2001.

Possible Uses for This Report...

Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand, assessments, and more.

Curriculum Design:

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Human Resource Management:

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Planning:

This report provides local planners and administrators with employment and training information, occupational size, and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

Program Marketing:

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.

Guide to Occupational Summaries 2001

Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The skills and experience levels used in this report are defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along lower left corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

Supply and Demand

The following terms refer to the relative difficulty employers reported in locating qualified experienced and inexperienced applicants for the occupations surveyed:

Very Difficult: Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Moderately Difficult: Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Recruitment Methods

The most successful recruitment methods reported by responding employers are presented.

Size of Occupation

EDD Occupational Projections

The term used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 76

Medium = 76 – 150

Large = 151 – 326

Very Large = 327 and above

Gender

Gender statistics are from the employer surveys and are presented as a percentage of the total number of employees reported by all of the responding employers for that occupation.

Key Terms: *All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%*

Guide to Occupational Summaries 2001

Employer Requirements

Education, Training and Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employer's educational statements have been included in this report.

Required Skills

This section includes technical, physical, personal or basic skills preferred by employers. In addition to the skill data provided by the surveyed employers, information was compiled from occupational skill tables provided by LMID and the O*NET™ 3.0, U.S. Department of Labor, Employment and Training Administration.

The job qualifications and work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively general "skill areas" e.g., the "ability to communicate effectively". In such cases the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry". However, the user interested in identifying the specific skill and qualification needed for job entry should find these results useful in narrowing the focus of further inquiry.

Where the Jobs Are

Information in this section identifies industries providing sources of employment for each occupation. Information was compiled from occupational forecast tables provided by EDD Labor Market Information Division and industries representative of firms surveyed.

Projections / Employment Trends

Employment levels over the next 24 months

Information projecting employment levels over the next two years was obtained from employer surveys. **Key Terms** are applied.

Occupational Forecast: 1997-2004

Projected Job Growth is an overview of decline, stability, or growth of job opportunities in relation to overall employment opportunities for the County. The following terms are applied to the occupational growth rates of this county:

Much faster than average = 1.50 times average or more

Faster than average = 1.10 to but not including 1.50

Average = 0.90 to but not including 1.10

Slower than average = Less than 0.90 but greater than 0

Remain Stable = Zero

Slow Decline = Less than zero

Other Information

Occupational Mobility

Information in this section is from employer surveys and describes the possible career path for workers in the occupation. **Key Terms** are applied. It should be kept in mind that the possibility of promotion and advancement varies considerably between employers.

Related DOT Codes and Titles

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES-defined occupation can be matched to a number of related DOT-defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed.

CA Occupational Guides: Further information on each occupation can also be found in these guides published by EDD (www.calmis.ca.gov).

Occupational Outlook Handbook: This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

Local Training Opportunities When applicable, training programs offered within Humboldt County are listed. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Section in the back of this book.

Bill and Account Collectors

OES Code: 535080

9 Employers Responding, 62 Jobs Represented

Description of Occupation

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

Wages/Benefits

Wages	Range	Median
New hires, no experience	7.00 12.00	10.00
New hires, experienced	8.00 12.00	9.00
3+yrs experience with firm	9.50 16.00	12.00

Hours Almost all employers reported employment is full time averaging 40 hours per week; some employers reported part time employment averaging 25 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%		22%			
Dental	56%		11%			
Vision	33%					
Life	89%					
Sick Leave	56%		11%			
Vacation	100%	11%				
Retirement	67%		22%			
Child Care					11%	

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 78%
- ◆ In House Promotion /Transfer 67%
- ◆ Employee Referrals 44%
- ◆ Private Employment Agencies 44%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Medium
- ◆ **Gender** Male 21%, Female 79%

Bill and Account Collectors

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 89%
- ♦ Associate Degree 11%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	44%	0%	56%
Prior Training Required	33%	44%	22%

Experience Firms requiring experience prefer 14 months experience in this occupation.

Training Firms requiring training stated 11 months training are needed.

Required Skills

Business math skills
Record keeping skills
Bookkeeping skills
Ability to use a calculator
Ability to interview others for information
Ability to follow billing procedures
Possession of a valid driver's license
Telephone answering skills
Ability to write effectively
Ability to type at least 45 wpm

Where the Jobs Are

Commercial Banks
Hospitals
Medical Billing Services
Credit Reporting and Collection Services

Projections

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Occupational Mobility Many employers provide promotional opportunities such as Bill or Collections Supervisor, Collections Manager, Accounts Receivable.

Related DOT Titles and Codes

Collection Clerk	241.357-010
Collector	241.367-010
Repossessor	241.367-022

Sources of Information

- ♦ California Occupational Guide # 561
- ♦ Occupational Outlook Handbook Page # 253

Local Training Opportunities

Currently there is no specific training offered locally for this occupation.

Please see Local Training Facilities Section for more Information.

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

OES Code: 553380

15 Employers Responding, 42 Jobs Represented

Description of Occupation

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.09	8.00	8.00
New hires, experienced	7.00	10.77	8.09
3+yrs experience with firm	8.50	19.20	10.00

Hours Almost all employers reported employment is full time averaging 40 hours per week; some employers reported part time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	7%	20%			
Dental	33%		7%		7%	7%
Vision	20%		7%			
Life	47%	7%			7%	
Sick Leave	53%	7%				
Vacation	93%	7%				
Retirement	33%	7%	20%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Employee Referrals 67%
- ◆ Newspaper Ads 67%
- ◆ Walk-In Applicants 67%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Very Large
- ◆ **Gender** Male 10%, Female 90%

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 87%
- ♦ Bachelor Degree 13%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	7%	13%
Prior Training Required	13%	73%	13%

Experience Firms requiring experience prefer 17 months experience in this occupation.

Training Firms requiring training stated 8 months training are needed.

Required Skills

Accounting skills
 Ability to conduct an audit
 Bookkeeping skills
 Ability to operate 10-key adding machine by touch
 Payroll processing skills
 Bondable
 Ability to use spreadsheet software
 Ability to use word processing software
 Ability to use database software
 Telephone answering skills
 Ability to write effectively

Where the Jobs Are

State and Local Governments
 Commercial Banks
 Retail Stores
 Offices and Clinics of Medical Doctors

Projections

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to decline.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slower than average

Other Information

Occupational Mobility Some employers provide promotional opportunities such as Account Technician, Field Supervisor, Management .

Related DOT Titles and Codes

Audit Clerk	210.382-010
Bookkeeper	210.382-014
Accounting Clerk	216.482-010

Sources of Information

- ♦ California Occupational Guide # 26
- ♦ Occupational Outlook Handbook Page # 280

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka City Schools Adult Education

Please see Local Training Facilities Section for more information

Bus Drivers

OES Code: 971080

2 Employers Responding, 31 Jobs Represented

Description of Occupation

Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. Does not include School Bus Drivers.

Wages/Benefits

Union Wages	Range		Median
New hires, no experience	8.66	9.38	9.02
New hires, experienced	9.38	9.55	9.47
3+yrs experience with firm	10.28	10.54	10.41

Hours Many employers reported full time employment averaging 40 hours per week with part time employment reported as averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			50%			
Dental			50%			
Vision			50%			
Life	50%					
Sick Leave	50%	50%				
Vacation	50%					
Retirement	50%					
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Insufficient information.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Employee Referrals 100%
- ◆ Walk-In Applicants 50%
- ◆ Colleges / Universities 50%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small
- ◆ **Gender** Male 71%, Female 29%

Bus Drivers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	0%	100%
Prior Training Required	0%	50%	50%

Experience Firms requiring experience prefer 9 months experience in this occupation.

Training Firms requiring training stated 1 month training is needed.

Required Skills

Cash handling skills
Automotive maintenance and minor repair skills
Ability to administer emergency first aid
Tire changing skills
Map reading skills
Ability to perform CPR
Possession of a valid Class B driver's license
Ability to write effectively
Ability to lift at least 40 lbs. repeatedly

Where the Jobs Are

Local and Suburban Transportation
Bus Charter Service
Individual and Family Services
Social Services

Projections

Many employers expected employment levels to remain stable over the next 24 months with many expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Occupational Mobility All employers provide promotional opportunities such as Lead Driver, Trainer, Maintenance.

Related DOT Titles and Codes

Bus Driver 913.463-010
Bus Driver, School 913.463-010

Sources of Information

- ♦ California Occupational Guide # 2
- ♦ Occupational Outlook Handbook Page # 436

Local Training Opportunities

- ♦ American Truck School LLC
- ♦ Eureka City Schools Adult Education
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Section for more information.

Child Care Workers

OES Code: 680380

14 Employers Responding, 168 Jobs Represented

Description of Occupation

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.45	6.75
New hires, experienced	6.25	9.20	7.00
3+ yrs experience with firm	7.00	10.00	8.50

Hours Most employers reported full time employment averaging 39 hours per week and part time employment averaging 21 hours per week. A few employers reported temporary/on call employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	36%	7%		7%		
Dental	29%	7%		7%		
Vision	21%	7%		7%		
Life	21%	7%	7%			
Sick Leave	50%	29%		7%		
Vacation	64%	36%		7%		
Retirement	36%	14%		7%		
Child Care	21%	7%		7%		

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 79%
- ◆ Employee Referrals 57%
- ◆ Walk-In Applicants 50%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Large
- ◆ **Gender** Male 13%, Female 87%

Child Care Workers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 79%
- ♦ Associate Degree 21%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	57%	21%	21%
Prior Training Required	36%	57%	7%

Experience Firms requiring experience prefer 9 months experience in this occupation.

Training Firms requiring training stated 8 months training are needed.

Required Skills

Knowledge of early childhood development
Oral reading skills
Musical skills
Ability to administer emergency first aid
Ability to write effectively
Oral communication skills
Ability to stand continuously for 2 or more hours
Basic math skills
Ability to write legibly

Where the Jobs Are

Elementary and Secondary Schools
Individual and Family Services
Child Day Care Services

Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Occupational Mobility Almost all employers provide promotional opportunities such as Director, Program Manager, Site Supervisor, Case Manager, Manager.

Related DOT Titles and Codes

Child-Care Attendant	355.674-010
Nursery School Attendant	359.677-018
Playroom Attendant	359.677-026

Sources of Information

- ♦ California Occupational Guide # 505
- ♦ Occupational Outlook Handbook Page # 317

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Section for more information.

Computer Aided Design (CAD) Technicians

OES Code: 003362999

11 Employers Responding, 20 Jobs Represented

Description of Occupation

Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

Wages/Benefits

Wages	Range		Median
New hires, no experience	8.00	12.00	10.76
New hires, experienced	10.00	14.00	11.99
3+ yrs experience with firm	12.95	16.25	15.00

Hours Almost all employers reported employment is full time averaging 40 hours per week; a few employers reported temporary/on call employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	27%		64%			
Dental	9%		36%			
Vision	9%		36%			
Life	18%		9%			
Sick Leave	55%		9%			
Vacation	73%		9%			
Retirement	18%		45%			
Child Care					9%	

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements

Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Employee Referrals 55%
- ♦ Walk-In Applicants 55%
- ♦ Newspaper Ads 36%
- ♦ School, Program Referrals 36%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Information not available
- ♦ **Gender** Male 90%, Female 10%

Computer Aided Design (CAD) Technicians

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 45%
- ♦ Associate Degree 45%
- ♦ Bachelor Degree 9%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	64%	0%	36%
Prior Training Required	60%	40%	0%

Experience Firms requiring experience prefer 12 months experience in this occupation.

Training Firms requiring training stated 13 months training are needed.

Required Skills

Ability to read blueprints

Computer integrated manufacturing (CIM) CAD skills

Ability to visualize 3-D objects from 2-D drawings

Understanding of construction terms

Drafting skills

Ability to work from engineering sketches

Ability to use geometric dimensioning & tolerancing techniques

Where the Jobs Are

Architectural Services

Engineering Services

Manufacturing

Projections

Most employers expected employment levels to remain stable over the next 24 months with a few expecting levels to grow. A few employers expect levels to decline.

Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth: Information not available.

Other Information

Occupational Mobility Some employers provide promotional opportunities such as Sr. Drafter, Partner, Draftsperson I, II, III.

Related DOT Titles and Codes

Drafter, Architectural	001.261-010
Drafter, Civil	005.281-010
Drafter, Electrical	003.281-010
Drafter, Electronic	003.281-014
Drafter, Mechanical	007.281-010
Technical Illustrator	017.281-034

Sources of Information

- ♦ California Occupational Guide #338
- ♦ Occupational Outlook Handbook Page #226

Local Training Opportunities

- ♦ College of the Redwoods.

Please see Local Training Facilities Section for more information.

Computer Support Specialist

OES Code: 251040

15 Employers Responding, 39 Jobs Represented

Description of Occupation

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.50	12.00	9.75
New hires, experienced	7.50	20.00	12.00
3+yrs experience with firm	9.00	22.16	15.98

Hours All employers reported employment is full time averaging 42 hours per week; a few employers reported part time employment averaging 18 hours per week. A few employers also reported temporary or on call employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	60%		40%			
Dental	67%		27%		7%	
Vision	53%		20%			
Life	67%				7%	
Sick Leave	87%					
Vacation	100%					
Retirement	40%		40%		13%	
Child Care			7%		13%	

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 87%
- ◆ Employee Referrals 47%
- ◆ Internet 47%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Medium
- ◆ **Gender** Male 82%, Female 18%

Computer Support Specialist

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 87%
- ♦ Associate Degree 13%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	87%	7%	7%
Prior Training Required	43%	43%	14%

Experience Firms requiring experience prefer 21 months experience in this occupation.

Training Firms requiring training stated 13 months training are needed.

Required Skills

Knowledge of networking systems
Knowledge of software applications
Ability to gather information and identify problems
Ability to actively listen and use critical thinking
Ability to teach and instruct others

Where the Jobs Are

Computer and Data Processing Services
Commercial Banks
Hospitals
Colleges and Universities

Projections

Most employers expected employment levels to grow over the next 24 months with some expecting levels to remain stable.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Occupational Mobility Some employers provide promotional opportunities such as Team Leader, System Supervisor, Information Technology Manager, Lead Systems Engineer.

Related DOT Titles and Codes

Computer Systems Hardware Analyst 033.167-010

Sources of Information

- ♦ California Occupational Guide # 488 and 541
- ♦ Occupational Outlook Handbook Page # 92

Local Training Opportunities

- ♦ Career Academy
- ♦ College of the Redwoods
- ♦ California Training Center

Please see Local Training Facilities Section for more information.

Firefighters

OES Code: 630080

5 Employers Responding, 315 Jobs Represented

Description of Occupation

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.60	10.78	9.56
New hires, experienced	8.45	11.51	10.75
3+ yrs experience with firm	10.27	18.22	11.87

Hours Almost all employers reported employment is full time averaging 67 hours per week with some employers reporting seasonal employment averaging 92 hours per week. (Firefighters work rotating shifts that often consist of working 24 hours, followed by 24 or 48 hours off duty.)

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		60%			
Dental	40%		40%			
Vision	20%		80%			
Life	60%					
Sick Leave	100%					
Vacation	100%					
Retirement	40%		60%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is not difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 60%
- ◆ In-House Promotions 40%
- ◆ School, Program Referrals 40%
- ◆ Internet 40%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small
- ◆ **Gender** Male 88%, Female 12%

Firefighters

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 40%
- ♦ High School or Equivalent 60%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	60%	20%
Prior Training Required	40%	40%	20%

Experience Firms requiring experience prefer 36 months experience in this occupation.

Training Firms requiring training stated 5 months training are needed.

Required Skills

Good vision
Good hearing
Ability to climb to high places
Possession of agility and coordination
Ability to pass a physical performance test
Ability to administer emergency first aid
Ability to take vital signs
Possession of a valid Class A driver's license
Emergency Medical Technician Certificate
Ability to write effectively
Knowledge of medical terminology
Ability to apply principles of hazardous and toxic waste disposal
Knowledge of local streets

Where the Jobs Are

State and Local Governments

Projections

Almost all employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Occupational Mobility All employers provide promotional opportunities such as Firefighter I, Fire Apparatus Engineer, Fire Engineer, Assistant Crew Boss, Assistant Chief, Fire Captain.

Related DOT Titles and Codes

Fire Fighter	373.364-010
Fire Assistant	169.167-022
Fire Chief	373.117-010
Fire Captain	373.134-010
Fire Crew Worker (Forestry)	452.687-014

Sources of Information

- ♦ California Occupational Guide # 241
- ♦ Occupational Outlook Handbook Page # 297

Local Training Opportunities

- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Section for more information.

Food Preparation Workers

OES Code: 650380

15 Employers Responding, 189 Jobs Represented

Description of Occupation

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	8.00	6.75
New hires, experienced	6.25	8.50	6.88
3+ yrs experience with firm	7.00	10.00	8.00

Hours Almost all employers reported employment is full time averaging 40 hours per week with most employers reporting part time employment averaging 21 hours per week. A few employers reported seasonal employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	13%		20%			
Dental						
Vision						
Life						
Sick Leave						
Vacation	20%	7%				
Retirement			7%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements

Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ Walk-In Applicants 80%
- ♦ Newspaper Ads 67%
- ♦ In-House Promotion or Transfer 27%
- ♦ Employee Referrals 27%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large
- ♦ **Gender** Male 65%, Female 35%

Food Preparation Workers

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 33%
- ♦ High School or Equivalent 67%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	53%	27%
Prior Training Required	0%	93%	7%

Experience Firms requiring experience prefer 10 months experience in this occupation.

Training Firms requiring training stated 3 months training are needed.

Required Skills

Sandwich making skills
Ability to operate a cash register
Salad making skills
Certified as a food handler
Knowledge of sanitary work environment
Ability to read and follow instructions
Oral communication skills
Ability to work rapidly
Ability to stand continuously for 2 or more hours

Where the Jobs Are

Restaurant and Beverage Business
Hotels and Motels
Elementary and Secondary Schools

Projections

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to grow. A few employers also expected levels to decline.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slower than average

Other Information

Occupational Mobility Almost all employers provide promotional opportunities such as Line Cook, Head Cook, Sauce Chef, Crew Manager, Kitchen Supervisor, Floor Manager, Assistant Manager.

Related DOT Titles and Codes

Food-Service Worker	313.361-014
Food Preparer	412.687-010
Food-Service Worker Hospital	319.677-014
Food Assembler, Kitchen	319.484-010

Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page #304,306

Local Training Opportunities

- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Section for more information.

Food Service Managers

OES Code: 150261

15 Employers Responding, 49 Jobs Represented

Description of Occupation

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.21	8.00
New hires, experienced	6.25	11.91	9.00
3+ yrs experience with firm	8.00	12.00	11.00

Hours Almost all employers reported employment is full time averaging 42 hours per week; a few employers reported part time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	20%		13%	7%		
Dental	7%		7%	7%		
Vision	7%			7%		
Life						
Sick Leave	27%	7%				
Vacation	60%	7%				
Retirement	7%		7%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ In-House Promotion or Transfer 73%
- ♦ Newspaper Ads 73%
- ♦ Walk-In Applicants 53%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 61%, Female 39%

Food Service Managers

Employer Requirements

Minimum level of education required by responding employers

- ◆ Less than High School 7%
- ◆ High School or Equivalent 73%
- ◆ Associate Degree 20%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	60%	13%	27%
Prior Training Required	13%	73%	13%

Experience Firms requiring experience prefer 17 months experience in this occupation.

Training Firms requiring training stated 12 months training are needed.

Required Skills

Oral communication skills
Ability to manage an activity or department
Ability to plan and organize the work of others
Record keeping skills
Understanding of inventory techniques
Ability to hire and assign personnel
Food preparation skills
Catering skills

Where the Jobs Are

Restaurants
Hotels
Resorts
Hospitals
Schools

Projections

All employers expected employment levels to remain stable over the next 24 months.

Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Average

Other Information

Occupational Mobility Some employers provide promotional opportunities such as Operations Manager, First Assistant, General Manager, Sales Manager.

Related DOT Titles and Codes

Manager, Fast-Food Service	185.137-010
Manager, Food Service	187.167-106
Director Food Services	187.167-026
Dietary Manager	187.167-206

Sources of Information

- ◆ California Occupational Guide #503
- ◆ Occupational Outlook Handbook Page #68

Local Training Opportunities

Currently there is no specific training offered locally for this occupation.

Please see Local Training Facilities Section for more information.

Home Health Aides

OES Code: 660110

7 Employers Responding, 194 Jobs Represented

Description of Occupation

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	7.58	7.00
New hires, experienced	7.50	7.58	7.50
3+yrs experience with firm	7.25	9.00	8.00

Hours All employers reported full time employment averaging 40 hours per week with many employers reporting part time employment averaging 22 hours per week. A few employers reported temporary/on call employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%		14%	14%		
Dental	29%			14%	14%	
Vision	29%			14%		
Life	43%			14%		
Sick Leave	29%			14%		
Vacation	43%			14%		
Retirement			14%		14%	
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 100%
- ◆ Walk-In Applicants 100%
- ◆ Employee Referrals 43%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Medium
- ◆ **Gender** Male 11%, Female 89%

Home Health Aides

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 14%
- ♦ High School or Equivalent 71%
- ♦ Associate Degree 14%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	29%	0%	71%
Prior Training Required	0%	100%	0%

Experience Firms requiring experience prefer 9 months experience in this occupation.

Training Responding employers stated prior training is not required.

Required Skills

Oral communication skills
Ability to prepare meals
Possession of an Home Health Aide Certificate
Certificated to perform CPR
Possession of a valid driver's license
Ability to write effectively
Ability to pass a pre-employment medical examination
Possession of a Certified Nurse Assistant qualification
Ability to apply transferring techniques moving patients

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals
Home Health Care Services

Projections

Most employers expected employment levels to grow over the next 24 months with some expecting levels to remain stable.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Occupational Mobility Most employers provide promotional opportunities such as Medical Aide, Supervisor, Lead Program Counselors, Crew Supervisor, Office Staff, Management.

Related DOT Titles and Codes

Home Health Aide (medical) 355.674-014
Home Health Aide (personal) 354.377-014
Home Health Nurse 079.374-014

Sources of Information

- ♦ California Occupational Guide # 461
- ♦ Occupational Outlook Handbook Page # 322

Local Training Opportunities

Currently there is no specific training offered locally for this occupation

Please see Local Training Facilities Section for more information.

Internet Web Site Designers/Developers (Webmasters)

OES Code: 31064999

2 Employers Responding, 5 Jobs Represented

Description of Occupation

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to Internet users.

Wages/Benefits

Wages	Range	Median
New hires, no experience	Insufficient Data	
New hires, experienced	7.50 11.00	9.25
3+yrs experience with firm	15.00 15.00	15.00

Hours All employers reported full time employment averaging 42 hours per week with many employers reporting part time employment averaging 30 hours per week and temporary/on call employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%					
Dental						
Vision						
Life						
Sick Leave						
Vacation	100%					
Retirement	50%					
Child Care						

Supply and Demand

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Insufficient information

Recruitment Methods

The most successful recruiting methods used by responding employers.

- ♦ In-House Promotion or Transfer 50%
- ♦ Employee Referrals 50%
- ♦ Newspaper Ads or Internet 50%
- ♦ Walk-In Applicants 50%
- ♦ Employment Development Dept. 50%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Information not available
- ♦ **Gender** Male 80%, Female 20%

Internet Web Site Designers/Developers (Webmasters)

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 50%
- ♦ Bachelor Degree 50%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	100%	0%	0%
Prior Training Required	0%	50%	50%

Experience Firms requiring experience prefer 9 months experience in this occupation.

Training Firms requiring training stated 12 months training are needed.

Required Skills

Ability to write effectively
Oral communication skills
Computer software skills
Ability to Create and design
Animation and graphic art skills

Where the Jobs Are

Computer Programming Services
Catalogue and Mail-Order Houses

Projections

Many employers expected employment levels to remain stable over the next 24 months with many expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Information not available

Other Information

Occupational Mobility Many employers provide promotional opportunities such as Manager, Information Technician.

Related DOT Titles and Codes

Graphic Designer 141.061-018
Illustrator 141.061-022

Sources of Information

- ♦ California Occupational Guide # 559
- ♦ Occupational Outlook Handbook Page # [n/a](#)

Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

Machinery Maintenance Mechanics

OES Code: 851190

15 Employers Responding, 84 Jobs Represented

Description of Occupation

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Does not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

Wages/Benefits

Wages	Range		Median
New hires, no experience	Insufficient Data		
New hires, experienced	7.50	18.00	13.00
3+ yrs experience with firm	8.50	18.00	15.00

Union Wages	Range		Median
New hires, no experience	Insufficient Data		
New hires, experienced	7.91	29.00	16.12
3+ yrs experience with firm	9.18	32.00	18.91

Hours Almost all employers reported employment is full time averaging 41 hours per week with a few employers reporting part time employment averaging 20 hours per week. A few employers also reported temporary/on call employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	47%		27%		7%	
Dental	33%		20%		7%	
Vision	27%		27%		7%	
Life	40%		13%		13%	
Sick Leave	47%					
Vacation	80%					
Retirement	53%		7%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is not difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 73%
- ♦ Employee Referrals 60%
- ♦ Walk-In Applicants 47%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small
- ♦ **Gender** Male 100%, Female 0%

Machinery Maintenance Mechanics

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 47%
- ♦ High School or Equivalent 53%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	73%	13%	13%
Prior Training Required	0%	73%	27%

Experience Firms requiring experience prefer 25 months experience in this occupation.

Training Firms requiring training stated 18 months training are needed.

Required Skills

Ability to stand continuously for 2 or more hours
Ability to perform routine maintenance
Troubleshooting skills
Ability to repair machines or systems
Ability to test machinery for proper operation
Ability to install equipment, machines, wiring or programs to meet specifications.

Where the Jobs Are

Sawmills & Planing Mills
Miscellaneous Wood Products
Manufacturing
Dairy Processing Plants

Projections

Most employers expected employment levels to remain stable over the next 24 months with few expecting levels to grow. A few employers also expected employment levels to decline.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Occupational Mobility Many employers provide promotional opportunities such as Foreman, Supervisor, Mechanical Superintendent, Plant Manager.

Related DOT Titles and Codes

Maintenance Mechanic 638.281-014
Maintenance-Mechanic Helper 638.684-018
Maintenance Mechanic (const.) 620.281-046

Sources of Information

- ♦ California Occupational Guide # 136
- ♦ Occupational Outlook Handbook Page # 356

Local Training Opportunities

Currently there is no specific training offered locally for this occupation.

Please see Local Training Facilities Section for more information.

Office Managers

OES Code: 169167998

15 Employers Responding, 19 Jobs Represented

Description of Occupation

Office Managers coordinate activities of clerical personnel in organization: Analyzes and organizes office operations and procedures, such as typing, filing, preparation of payroll, requisition of supplies, and other clerical services. Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Coordinates activities of various clerical departments or workers within department. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. May prepare organizational budget and monthly financial reports. May hire, train, and supervise clerical staff. May compile, store, and retrieve managerial data, using computer.

Wages/Benefits

Wages	Range	Median
New hires, no experience	10.15 13.00	12.00
New hires, experienced	7.50 17.26	11.51
3+yrs experience with firm	8.00 20.14	12.36

Hours Most employers reported employment is full time averaging 40 hours per week; some employers reported part time employment averaging 24 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	7%	13%	7%	7%	
Dental	60%	7%	13%		7%	7%
Vision	27%	7%	13%			
Life	53%		7%		7%	
Sick Leave	73%	7%	7%			
Vacation	80%	13%	7%			
Retirement	47%	7%	13%		13%	
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 93%
- ♦ Walk-In Applicants 60%
- ♦ Employee Referrals 47%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Information not available
- ♦ **Gender** Male 16%, Female 84%

Office Managers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 47%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	7%	13%
Prior Training Required	21%	57%	21%

Experience Firms requiring experience prefer 22 months experience in this occupation.

Training Firms requiring training stated 12 months training are needed.

Required Skills

Oral communication skills
Ability to manage an activity or department
Ability to plan and organize the work of others
Record keeping skills
Ability to hire and assign personnel
Problem solving skills
Ability to write effectively
Computer literacy

Where the Jobs Are

State and local governments
Manufacturing
Retail Services
Business Offices
Service Industry

Projections

All employers expected employment levels to remain stable over the next 24 months.

Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Information not available

Other Information

Occupational Mobility Many employers provide promotional opportunities such as Operations Manager, General Business Manager, Controller, Vice President.

Related DOT Titles and Codes

Manager, Office (any industry) 169.167-034
Manager, Office (gov't service) 188.167-058

Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page #259

Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

Painters, Paperhangers-Construction and Maintenance

OES Code: 874020

13 Employers Responding, 63 Jobs Represented

Description of Occupation

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	10.00	7.50
New hires, experienced	6.75	12.78	9.00
3+ yrs experience with firm	8.00	14.78	12.00

Hours Almost all employers reported full time employment averaging 40 hours per week with many employers reporting part time employment averaging 19 hours per week.. A few employers reported seasonal employment averaging 33 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	15%		15%			
Dental	8%		8%			
Vision	8%					
Life			8%		8%	
Sick Leave	15%	8%				
Vacation	38%	23%				
Retirement			15%		8%	8%
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 62%
- ♦ Employee Referrals 54%
- ♦ Walk-In Applicants 38%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium
- ♦ **Gender** Male 83%, Female 17%

Painters, Paperhangers-Construction and Maintenance

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 23%
- ♦ High School or Equivalent 77%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	62%	8%	31%
Prior Training Required	8%	85%	8%

Experience Firms requiring experience prefer 25 months experience in this occupation.

Training Firms requiring training stated 36 months training are needed.

Required Skills

Knowledge of paints and related chemicals
 Brush painting skills
 Roller painting skills
 Spray painting skills
 Drywall installation and repair skills
 Surface preparation skills
 Ability to tolerate dust and paint fumes
 Ability to work from ladders and scaffolds
 Possession of good color perception
 Ability to stand continuously for 2 or more hours

Where the Jobs Are

Residential Building Construction
 Painting and Paper Hanging Firms
 Sawmills and Planing Mills
 Colleges and Universities

Projections

Almost all employers expected employment levels to remain stable over the next 24 months with a few expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Average

Other Information

Occupational Mobility Many employers provide promotional opportunities such as Lead Painter, Supervisor, Job Foreman, Maintenance Supervisor, Manager.

Related DOT Titles and Codes

Painter 840.381-010
 Paperhanger 841.381-010
 Painter, Rough (const) 869.664-014

Sources of Information

- ♦ California Occupational Guide # 148
- ♦ Occupational Outlook Handbook Page # 380

Local Training Opportunities

See International Brotherhood of Painters and Allied Trades #1034 for programs offered

Please see Local Training Facilities Section for more information.

Purchasing Managers

OES Code: 130080

15 Employers Responding, 32 Jobs Represented

Description of Occupation

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. Includes wholesale or retail trade merchandising managers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	8.00	11.32	11.00
New hires, experienced	8.00	23.97	12.04
3+ yrs experience with firm	9.00	25.00	14.27

Hours Almost all employers reported employment is full time averaging 41 hours per week; a few employers reported part time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	73%		27%			
Dental	40%		27%		13%	
Vision	40%		13%			
Life	53%		13%			
Sick Leave	80%					
Vacation	100%					
Retirement	73%		13%			
Child Care	7%					

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 53%
- ◆ In House Promotion /Transfer 40%
- ◆ Walk-In Applicants 33%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small
- ◆ **Gender** Male 50%, Female 50%

Purchasing Managers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 60%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 20%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	67%	27%	7%
Prior Training Required	7%	60%	33%

Experience Firms requiring experience prefer 31 months experience in this occupation.

Training Firms requiring training stated 18 months training are needed.

Required Skills

Ability to plan and organize the work of others
Negotiation skills
Problem solving skills
Ability to assess and analyze market conditions
Understanding of contract law
Ability to write effectively
Knowledge of vendors and suppliers
Ability to hire and assign personnel
Oral communication skills

Where the Jobs Are

State and Local Governments
Lumber and Other Building Materials
Variety of Manufacturing
Hospitals

Projections

Almost all employers expected employment levels to remain stable over the next 24 months with few expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Faster than average

Other Information

Occupational Mobility Some employers provide promotional opportunities such as General Manager, Vice President, Supervisor.

Related DOT Titles and Codes

Purchasing Agent 162.157-038
Purchasing Clerk 249.367-066
Purchaser, Automotive Parts 249.367-058

Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page # 65

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

Registered Nurses

OES Code: 325020

11 Employers Responding, 230 Jobs Represented

Description of Occupation

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	13.90	20.00	17.31
New hires, experienced	14.00	21.31	18.11
3+ yrs experience with firm	15.71	23.97	19.04

Hours Most employers reported employment is full time averaging 38 hours per week. Almost all employers reported part time employment averaging 22 hours per week. Some employers reported temporary or on call employment averaging 22 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	55%	9%	27%	55%		
Dental	45%		18%	55%		
Vision	45%		9%	45%		
Life	55%	18%	9%	36%		
Sick Leave	73%	45%		18%		
Vacation	73%	45%		18%	9%	9%
Retirement	27%	18%	36%	27%		
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ◆ Newspaper Ads 70%
- ◆ Employee Referrals 60%
- ◆ Walk-In Applicants 60%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Very Large
- ◆ **Gender** Male 28%, Female 72%

Registered Nurses

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 9%
- ♦ Associate Degree 64%
- ♦ Bachelor Degree 18%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	36%	27%	36%
Prior Training Required	82%	18%	0%

Experience Firms requiring experience prefer 12 months experience in this occupation.

Training Firms requiring training stated 33 months training are needed.

Required Skills

Ability to complete and explain insurance forms
Ability to plan and organize the work of others
Ability to provide personal services to patients
Ability to administer an electro-cardiograph (EKG) test
Record keeping skills
Intensive care treatment skills
Ability to apply transferring techniques moving patients
Ability to write effectively

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals
Home Health Care Services

Projections

Many employers expected employment levels to remain stable over the next 24 months with many expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Faster than average

Other Information

Occupational Mobility Most employers provide promotional opportunities such as Charge Nurse, Specialty Nurse, Nursing Supervisor, Clinical Director, Program Director.

Related DOT Titles and Codes

Nurse Practitioner	075.264-010
Nurse Midwife	075.264-014
Nurse, General Duty	075.364-010
Nurse, Consultant	075.127-014
Nurse, Private Duty	075.374-018

Sources of Information

- ♦ California Occupational Guide # 29
- ♦ Occupational Outlook Handbook Page # 175

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

Reporters and Correspondents

OES Code: 340110

7 Employers Responding, 23 Jobs Represented

Description of Occupation

Reporters and Correspondents collect and analyze facts about newsworthy events by interview, investigation, or observation and report and write stories for newspapers, news magazines, radio, or television. Correspondents who broadcast news for radio and television are classified as Broadcast News Analysts.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	9.00	9.00
New hires, experienced	8.00	9.00	8.63
3+ yrs experience with firm	9.00	11.51	10.00

Hours Almost all employers reported employment is full time averaging 40 hours per week with a few employers reporting part time employment averaging 25 hours per week. A few employers also reported temporary or on call employment averaging 15 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			71%	14%		
Dental			57%	14%		
Vision			29%	14%		
Life	14%	14%	14%		29%	
Sick Leave	57%	14%				
Vacation	71%	29%			14%	
Retirement	14%		14%		14%	
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Colleges/Universities 57%
- ♦ Newspaper Ads 43%
- ♦ Walk-In Applicants 43%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small
- ♦ **Gender** Male 61%, Female 39%

Reporters and Correspondents

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 14%
- ♦ Associate Degree 57%
- ♦ Bachelor Degree 29%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	29%	14%	57%
Prior Training Required	29%	43%	29%

Experience Firms requiring experience prefer 14 months experience in this occupation.

Training Firms requiring training stated 12 months training are needed.

Required Skills

Ability to write effectively
Typing skills
Ability to use a computer terminal
Ability to use a personal computer
Basic math skills
Ability to read and follow instructions
Oral communication skills

Where the Jobs Are

Newspapers
Radio and Television Broadcasting
Periodicals

Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain stable

Other Information

Occupational Mobility Most employers provide promotional opportunities such as News Director, Editor, Executive Producer, Anchor.

Related DOT Titles and Codes

Reporter 131.262-018
Correspondent 131.262-018

Sources of Information

- ♦ California Occupational Guide # 113
- ♦ Occupational Outlook Handbook Page # 185

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

Salespersons-Retail (Except Vehicle Sales)

OES Code: 490112

17 Employers Responding, 238 Jobs Represented

Description of Occupation

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	7.00	6.50
New hires, experienced	6.25	10.00	7.50
3+ yrs experience with firm	7.00	14.00	9.00

Hours Almost all employers reported employment is full time averaging 38 hours per week. Most employers also reported part time employment averaging 21 hours per week with a few reporting temporary or on call employment averaging 23 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	65%	6%	18%			
Dental	41%	6%	18%			
Vision	35%	6%	12%			
Life	47%	6%	12%		6%	6%
Sick Leave	47%	35%				
Vacation	94%	41%				
Retirement	41%	6%	24%	12%		
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Walk-In Applicants 88%
- ♦ Employee Referrals 47%
- ♦ Newspaper Ads 47%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large
- ♦ **Gender** Male 53%, Female 47%

Salespersons-Retail (Except Vehicle Sales)

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 47%
- ♦ High School or Equivalent 53%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	35%	53%	12%
Prior Training Required	12%	82%	6%

Experience Firms requiring experience prefer 11 months experience in this occupation.

Training Firms requiring training stated 9 months training are needed.

Required Skills

Ability to stand continuously for 2 or more hours
Ability to apply sales techniques
Understanding of inventory techniques
Ability to make change
Ability to operate a cash register
Ability to write effectively
Oral communication skills
Customer service skills

Where the Jobs Are

Department Stores
Furniture and Home Furnishings Store
Hardware Stores
Family Clothing Stores

Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Average

Other Information

Occupational Mobility Almost all employers provide promotional opportunities such as Department Manager, Assistant Manager, Manager, Office Manager, Buyer, Supervisor.

Related DOT Titles and Codes

Salesperson, General	279.357-054
Sales Clerk (retail trade)	290.477-014
Sales Attendant (retail trade)	299.677-010

Sources of Information

- ♦ California Occupational Guide # 536
- ♦ Occupational Outlook Handbook Page # 244

Local Training Opportunities

- ♦ Humboldt County Regional Occupational Program
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Section for more [information](#).

Traffic, Shipping, and Receiving Clerks

OES Code: 580280

15 Employers Responding, 51 Jobs Represented

Description of Occupation

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.00	6.50
New hires, experienced	6.25	10.00	7.50
3+yrs experience with firm	7.00	12.00	10.00

Hours All employers reported employment is full time averaging 40 hours per week; a few employers reported part time employment averaging 23 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	7%	40%			
Dental	27%	7%	20%		7%	
Vision	27%	7%	13%			
Life	27%		7%		7%	
Sick Leave	67%	7%				
Vacation	100%	7%				
Retirement	27%		33%		7%	
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ Newspaper Ads 67%
- ♦ Employee Referrals 53%
- ♦ Walk-In Applicants 33%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 71%, Female 29%

Traffic, Shipping, and Receiving Clerks

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 7%
- ♦ High School or Equivalent 93%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	7%	20%	73%
Prior Training Required	0%	87%	13%

Experience Firms requiring experience prefer 9 months experience in this occupation.

Training Firms requiring training stated 9 months training are needed.

Required Skills

Ability to stand continuously for 2 or more hours
Ability to lift at least 60 lbs. repeatedly
Ability to operate a fork lift
Ability to plan and organize the work of others
Record keeping skills
Understanding of inventory techniques
Ability to use the US & private parcel post service
Possession of a valid driver's license
Ability to write effectively
Ability to type at least 30 wpm
Oral communication skills

Where the Jobs Are

Lumber and Other Building Materials
Machinery Equipment, and Supplies
Groceries and Related Products
Motor Vehicles, Parts and Supplies

Projections

Most employers expected employment levels to remain stable over the next 24 months with some expecting levels to grow and a few expecting levels to decline.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Occupational Mobility Almost all employers provide promotional opportunities such as Department Manager, Supervisor, Warehouse Manager, Sales, Forklift Operator, Assistant Manager.

Related DOT Titles and Codes

Shipping and Receiving Clerk 222.387-050
Traffic Clerk 214.587-014
Shipping-Order Clerk 219.367-030

Sources of Information

- ♦ California Occupational Guide # 63
- ♦ Occupational Outlook Handbook Page # 274

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka City Schools Adult Education
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Section for more information.

Welfare Eligibility Workers & Interviewers

OES Code: 535020

1 Employer Responding, 152 Jobs Represented

Description of Occupation

Welfare Eligibility Workers and Interviewers interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Their duties include recording and evaluating personal and financial data obtained from individuals; initiating procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing amount of grants; and preparing reports. These workers generally receive specialized training and assist Social Service Caseworkers.

Wages/Benefits

Union Wages	Range		Median
New hires, no experience	9.78	9.78	9.78
New hires, experienced	11.22	11.22	11.22
3+ yrs experience with firm	12.37	12.37	12.37

Hours Almost all employment is full time averaging 40 hours per week with a few jobs reported as temporary or on call averaging 20 hours per week..

Supply and Demand

Difficulty in finding applicants

Experienced Information not available

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- ♦ In House Promotion /Transfer 100%
- ♦ Newspaper Ads 100%
- ♦ Colleges / Universities 100%

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			100%			
Dental	100%					
Vision	100%					
Life	100%					
Sick Leave	100%					
Vacation	100%					
Retirement	100%					
Child Care						

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 13%, Female 87%

Welfare Eligibility Workers & Interviewers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required		100%	
Prior Training Required		100%	

Experience Prior experience in this occupation is not required.

Training Prior training in this occupation is not required.

Required Skills

Record keeping skills
Alphabetic and numeric filing skills
Ability to use a calculator
Ability to interview others for information
Ability to understand foreign accents
Ability to write effectively
Oral communication skills

Where the Jobs Are

Local Government

Projections

All employers expected employment levels to remain stable over the next 24 months.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slow decline

Other Information

Occupational Mobility All employers provide promotional opportunities such as Eligibility Supervisor, Employment Training Worker.

Related DOT Titles and Codes

Investigator 168.267-062

Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page # 253

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

Guide to Occupational Summaries 2000

Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Obtained from employer surveys, extreme wage responses not representative of most employers are omitted. Ranges reported are representative of most employers reporting. Results, including the range and the median, are reported for three levels of skills and experience defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment. It is also used when union and non-union wages differ by more than 10%.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along lower left corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

As an example regarding benefits, "7/15" should be read as "7 out of 15 employers responding to the benefits questions offer the specified benefit."

2000 benefits are shown as percentages on a graphic table. Shaded areas represent no benefits provided.

Supply/Demand Assessment

Obtained from employer survey results, the following terms refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation:

Very Difficult = Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Moderately Difficult = Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Not Difficult = Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When vacancy information is presented, **Key Terms** are applied.

Education/Training/Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employer's educational statements have been included in this report.

Key Terms: *All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%*

Guide to Occupational Summaries 2000

Employment Trends/Size

Information projecting employment levels over the next three years was obtained from employer surveys. **Key Terms** are applied.

EDD Occupational Projections

The term (small, medium, large, or very large) used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 68

Medium = 68 – 136

Large = 137 – 295

Very Large = 296 and above

Recruitment Methods

This data is obtained from employer surveys, and presented in ratios similar to that of the benefits section. Therefore, “9/12” should be read as “9 out of 12 employers responding to this question use the specified method as one of their primary recruitment methods.”

2000 shows only the top three recruitment methods.

Occupational Mobility

Data in this section is also obtained from employer surveys. **Key Terms** are applied. It should be kept in mind that the possibility of promotional and advancement varies considerably between employers.

Training Opportunities

When applicable, training programs offered within Humboldt County are listed. A more detailed description of these programs can be obtained from the Vocational Training Directory published by the Employment Training Department of Humboldt County, or by contacting the schools or associations directly. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Section in the back of this book.

Where the Jobs Are

This information is compiled from EDD’s projected Humboldt County employment data. Common industrial groups employing workers in the specified occupations are listed.

DOT Codes and Titles

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES-defined occupation can be matched to a number of related DOT-defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed.

Additional Information

Unions: Union percentages are based on employer surveys. **Key Terms** are applied.

Occupational Outlook Handbook: This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

CA Occupational Guides: Further information on each occupation can also be found in these guides published by EDD.

Automotive Body and Related Repair

OES Code: 853050

12 Employers Responding, 70 Jobs Represented, 69 Males, 1 Female

Description of Occupation

Automotive Body and Related Repairers repair, repaint and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

Wages/Benefits

Non-Union Wages	Range	Median
New hires, no experience	6.00 11.00	8.50
New hires, experienced	8.00 17.00	12.00
3+yrs experience with firm	10.00 19.00	17.00

Union Wages	Range	Median
New hires, no experience	7.00 9.40	8.20
New hires, experienced	8.40 9.40	8.50
3+yrs experience with firm	12.60 18.75	15.50

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 13 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	42%		17%			
Dental Insur	33%		8%			
Vision Insur	17%		8%			
Life Insur	17%					
Sick Leave						
Vacation	50%					
Retirement	33%		8%	8%		
Child Care						
Other	8%					

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 50%
- ♦ High school or equivalent 50%

Work Experience and Training

	YES	NO	Preferred
Work Experience	33%	33%	33%
Training as a Substitute for	63%	38%	0%

Automotive Body and Related Repair

Required Skills

Skill in working with fiberglass
Ability to operate power hand tools
Ability to tolerate dust and paint fumes
Ability to lift 70 lbs. repeatedly
Ability to work independently
Basic math skills
Ability to read and follow directions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Small
- ♦ Projected Job Growth Size: 40%
- ♦ Growth: Much Faster Than Average

Where the Jobs Are

Automotive Repair Shops
Top & Body Repair & Paint Shops

DOT Codes and Titles

620.684-034	Used-Car Renovator
807.267-010	Shop Estimator
807.361-010	Auto Body Customizer
807.381-010	Automobile-Body Repairer

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	9/12
♦ In house Promo/Transfers	8/12
♦ Other	8/12

Additional Information

- ♦ California Occupational Guide #68
- ♦ Occupational Outlook Handbook Page #352

Cashiers

OES Code: 490230

15 Employers Responding, 328 Jobs Represented, 93 Males, 235 Females

Description of Occupation

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.00	6.00
New hires, experienced	5.75	8.00	6.40
3+yrs experience with firm	6.25	10.00	7.50

Hours

Most employment is part-time, averaging 25 hours per week. Some jobs are full-time, averaging 39 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%	13%	40%	7%		
Dental Insur	47%	13%	33%	7%		
Vision Insur	33%	13%	13%	7%		
Life Insur	27%		27%	7%		
Sick Leave	33%	13%				
Vacation	47%	27%				
Retirement	27%	7%	13%	7%		
Child Care						
Other	13%	13%			13%	

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 67%
- ♦ High school or equivalent 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience	0%	60%	40%
Training as a Substitute for	50%	50%	0%

Cashiers

Required Skills

Cash handling skills
Ability to stand continuously for 2 or more hours
Public contact skills
Ability to work under pressure
Basic math skills
Oral communication skills

Occupational Mobility

All firms report they do offer promotional opportunities.

Local Training Opportunities

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very large
- ♦ Projected Job Growth Size: 13.6%
- ♦ Growth: Slower Than Average

Where the Jobs Are

Grocery Stores
Gasoline Service Stations
Eating and Drinking Places

DOT Codes and Titles

209.567-014	Order Clerk, Food and Beverage
211.362-010	Cashier I
211.462-010	Cashier II
211.462-014	Cashier-Checker

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ In house Promo/Transfers	15/15
♦ Walk-In Applicants	14/15
♦ Other	7/15

Additional Information

- ♦ California Occupational Guide #31
- ♦ Occupational Outlook Handbook Page #248

Cooks

OES Code: 650260

15 Employers Responding, 82 Jobs Represented, 62 Males, 20 Females

Description of Occupation

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	6.50	5.75
New hires, experienced	5.75	7.50	6.50
3+ yrs experience with firm	6.50	10.00	9.00

Hours

Many of the employers state that employment is full-time, averaging 39 hours per week: Many employers stated that employment is part-time, averaging 26 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%		7%			13%
Dental Insur	7%		7%			13%
Vision Insur	7%					13%
Life Insur	7%					13%
Sick Leave	7%					
Vacation	7%					
Retirement	7%					
Child Care						
Other						

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 80%
- ♦ High school or equivalent 20%

Work Experience and Training

	YES	NO	Preferred
Work Experience	40%	40%	20%
Training as a Substitute for	33%	67%	0%

Cooks

Required Skills

Ability to stand continuously for 2 or more hours
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Many firms report they do not offer promotional opportunities, with many reporting they do.

Local Training Opportunities

- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Size: 17.4%
- ♦ Growth: Faster Than Average

Where the Jobs Are

Eating Establishments
Hotels and Motels

DOT Codes and Titles

313.281-010	Cook
313.361-018	Cook Apprentice
313.381-022	Cook, Barbecue
315.361-022	Cook, Station

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	15/15
♦ Other	12/15
♦ Employee Referrals	6/15
♦ Newspaper Ads	6/15

Additional Information

- ♦ California Occupational Guide #366
- ♦ Occupational Outlook Handbook Page #312

Counter and Rental Clerks

OES Code: 490170

16 Employers Responding, 106 Jobs Represented, 48 Males, 58 Females

Description of Occupation

Counter and Rental Clerks receive articles and/or orders for service, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.00	6.00
New hires, experienced	5.75	8.00	6.25
3+yrs experience with firm	6.50	10.00	7.75

Hours

Many of the employers state that employment is full-time, averaging 40 hours per week: Many employers stated that employment is part-time, averaging 24 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	31%	6%		6%		
Dental Insur	13%	6%				
Vision Insur	13%	6%				
Life Insur				6%		
Sick Leave	13%					
Vacation	25%	6%				
Retirement	19%			6%		
Child Care						
Other			13%			

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 69%
- ♦ High school or equivalent 31%

Work Experience and Training

	YES	NO	Preferred
Work Experience	19%	50%	31%
Training as a Substitute for	0%	100%	0%

Counter and Rental Clerks

Required Skills

Cash handling skills
Ability to stand continuously for 2 or more hours
Customer service skills
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Size: 29.4%
- ♦ Growth: Much Faster Than Average

Where the Jobs Are

Misc. Amusement, Recreation Service
Video Tape Rental
Laundry, Cleaning, & Garment Service

DOT Codes and Titles

216.482-030	Laundry Pricing Clerk
249.362-010	Counter Clerks
259.357-014	Tool-And-Equipment-Rental Clerk

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	13/15
♦ Employee Referrals	10/15
♦ In-House Promo/Transfer	8/15
♦ Newspaper Ads	8/15

Additional Information

- ♦ California Occupational Guide #511
- ♦ Occupational Outlook Handbook Page #249

Dental Assistants

OES Code: 660020

15 Employers Responding, 46 Jobs Represented, 1 Male, 45 Females

Description of Occupation

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

Supply/Demand Assessment

Most employers expect employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.50	10.00	9.00
New hires, experienced	8.00	12.00	10.00
3+yrs experience with firm	11.00	16.00	12.00

Hours

Almost all of the employers state that employment is full-time, averaging 37 hours per week: Few employers stated that employment is part-time, averaging 23 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%	7%	27%	7%		7%
Dental Insur	40%	13%	13%	7%	7%	
Vision Insur	20%	7%	7%			
Life Insur			7%			
Sick Leave	87%	13%				
Vacation	80%	13%	7%			
Retirement	67%	13%	7%	7%		
Child Care						
Other						

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 73%
- ♦ Associate Degree 27%

Work Experience and Training

	YES	NO	Preferred
Work Experience	40%	27%	33%
Training as a Substitute for	45%	55%	0%

Dental Assistants

Required Skills

Ability to follow oral instructions
Ability to write effectively
Ability to perform or assist with dental procedures
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 25.0%
- ◆ Growth: Much Faster Than Average

Where the Jobs Are

Offices and Clinics of Dentists

DOT Codes and Titles

079.361-018 Dental Assistants

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals	12/15
◆ Newspaper Ads	11/15
◆ School, Programs	6/15
◆ Colleges/Universities	6/15

Additional Information

- ◆ California Occupational Guide #27
- ◆ Occupational Outlook Handbook Page #317

Hotel Desk Clerks

OES Code: 538080

15 Employers Responding, 75 Jobs Represented, 18 Males, 57 Females

Description of Occupation

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.50	6.38
New hires, experienced	5.75	8.00	6.50
3+yrs experience with firm	6.50	9.00	8.00

Hours

Some of the employers state that employment is full-time, averaging 40 hours per week: Many employers stated that employment is part-time, averaging 26 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%		13%			
Dental Insur	7%		7%			
Vision Insur	7%		7%			
Life Insur			13%			
Sick Leave			7%			
Vacation	27%	13%	7%			
Retirement			13%	7%		
Child Care						
Other			7%			

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 27%
- ♦ High school or equivalent 73%

Work Experience and Training

	YES	NO	Preferred
Work Experience	20%	60%	20%
Training as a Substitute for	33%	67%	0%

Hotel Desk Clerks

Required Skills

Record keeping skills
Cash handling skills
Good grooming skills
Public contact skills
Ability to work under pressure
Customer service skills
Ability to write legibly
Oral communication skills

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School
- ♦ College of the Redwoods

Please see Local Training Facilities Section for

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- | | |
|------------------------------|---------|
| ♦ Occupational Size: | Medium |
| ♦ Projected Job Growth Size: | 15.4% |
| ♦ Growth: | Average |

Where the Jobs Are

Hotels and Motels

DOT Codes and Titles

238.367-038 Hotel Clerk

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|---------------------------|-------------------|
| ♦ Newspaper Ads | 12/15 |
| ♦ In-House Promo/Transfer | 8/15 |
| ♦ Walk-In Applicants | 7/15 |

Additional Information

- ♦ California Occupational Guide #70
- ♦ Occupational Outlook Handbook Page #282

Industrial Truck and Tractor Operators

OES Code: 979470

8 Employers Responding, 52 Jobs Represented, 46 Males, 6 Females

Description of Occupation

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	11.03	7.67
New hires, experienced	6.75	12.50	8.75
3+ yrs experience with firm	8.50	16.15	10.30

Hours

Most of the employers state that employment is full-time, averaging 41 hours per week: Some employers stated that employment is part-time, averaging 23 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	38%	13%	63%	13%		
Dental Insur	25%	13%	63%	13%		
Vision Insur	13%	13%	50%	13%		
Life Insur	38%		38%	13%		
Sick Leave	63%	25%				
Vacation	75%	25%	13%			
Retirement	38%	25%	25%			
Child Care						13%
Other	25%	13%	13%			13%

Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, with none expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 25%
- ♦ High school or equivalent 75%

Work Experience and Training

	YES	NO	Preferred
Work Experience	13%	88%	0%
Training as a Substitute for	0%	100%	0%

Industrial Truck and Tractor Operators

Required Skills

Good hand-eye coordination
Possession of a valid driver's license
Possession of a fork lift driver's certificate
Possession of mechanical aptitude
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Size: 3.8%
- ◆ Growth: Slower Than Average

Where the Jobs Are

Sawmills and Planing Mills, General
Reconstitute Wood Products
Lumber, Plywood, and Millwork

DOT Codes and Titles

921.683-042	Front End Loader Operator
921.683-050	Industrial-Truck operator
929.583-010	Yard Workers
929.683-014	Tractor Operator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|----------------------|-----|
| ◆ Newspaper Ads | 4/8 |
| ◆ Word of Mouth | 4/8 |
| ◆ Walk-In Applicants | 4/8 |

Additional Information

- ◆ California Occupational Guide #190
- ◆ Occupational Outlook Handbook Page #466

Instructional Aides

OES Code: 315211

15 Employers Responding, 157 Jobs Represented, 5 Males, 152 Females

Description of Occupation

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts, and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.00	6.25
New hires, experienced	6.00	8.72	6.30
3+yrs experience with firm	6.25	10.50	7.95

Hours

Few of the employers state that employment is full-time, averaging 38 hours per week. Almost all employers stated that employment is part-time, averaging 20 hours per week. Few stated employment is seasonal, averaging 4 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%	13%				
Dental Insur	7%	7%				
Vision Insur		7%				
Life Insur	7%					
Sick Leave		27%			7%	
Vacation		40%			7%	7%
Retirement	7%					
Child Care	7%	13%	7%			
Other		7%				

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 87%
- ♦ Associate Degree 13%

Work Experience and Training

	YES	NO	Preferred
Work Experience	27%	33%	40%
Training as a Substitute for	40%	60%	0%

Instructional Aides

Required Skills

Understanding of a variety of cultures
Knowledge of early childhood development
Oral reading skills
Classroom management skills
Ability to administer emergency first aid
Ability to handle crisis situations
Ability to exercise patience
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program
- ◆ Humboldt State University

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 19.5%
- ◆ Growth: Faster Than Average

Where the Jobs Are

Elementary and Secondary School
Junior College
School & Educational Services, Nec.

DOT Codes and Titles

099.327-010	Teachers Aide I
219.467-010	Grading Clerk
249.367-074	Teachers Aide II
249.367-086	Satellite-Instruction Facilitator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	12/15
◆ Walk-In Applicants	9/15
◆ In House Promo/Transfer	7/15

Additional Information

- ◆ California Occupational Guide #502
- ◆ Occupational Outlook Handbook Page #162

Lodging Manager

OES Code: 150262

13 Employers Responding, 18 Jobs Represented, 2 Males, 16 Females

Description of Occupation

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotel, motel, or tourist courts.

Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, with none expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.00	25.57	11.50
New hires, experienced	5.75	13.00	9.50
3+yrs experience with firm	8.63	15.00	12.00

Hours

Almost all of the employers state that employment is full -time, averaging 40 hours per week: Few employers stated that employment is part-time , averaging 30 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 23%
- ♦ High school or equivalent 77%

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	15%		15%			
Dental Insur	15%		8%			
Vision Insur	23%		8%			
Life Insur			15%			
Sick Leave	8%		8%			
Vacation	38%		8%			
Retirement	8%		8%			
Child Care						
Other	8%		8%			

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	54%	15%	31%
Training as a Substitute for Experience	9%	91%	0%

Lodging Manager

Required Skills

Ability to maintain financial record
Ability to manage an activity or department
Ability to hire and assign personnel
Problem solving skills
Public contact skills
Ability to work under pressure
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt State University
- ◆ Eureka Adult School

Please see Local Training Facilities Section for

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Size: 19.9%
- ◆ Growth: Faster Than Average

Where the Jobs Are

Hotels and Motels

DOT Codes and Titles

187.117-038	Manager, Hotel and Motel
187.167-066	Manager, Camp
187.167-078	Manager, Convention
320.137-010	Manager, Boarding House
320.137-014	Manager, Lodging Facilities

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	7/13
◆ Word of mouth	7/13
◆ Employee Referrals	6/13

Additional Information

- ◆ California Occupational Guide #114
- ◆ Occupational Outlook Handbook Page #53

Maids and Housekeeping Cleaners

OES Code: 670020

17 Employers Responding, 150 Jobs Represented, 13 Males, 137 Females

Description of Occupation

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	6.50	5.88
New hires, experienced	5.75	7.00	6.15
3+yrs experience with firm	6.00	9.00	7.00

Hours

Some of the employers state that employment is full-time, averaging 40 hours per week. Many employers stated that employment is part-time averaging 25 hours per week. Few stated it was seasonal or temporary/on-call, averaging 17-18 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	12%	6%	12%			
Dental Insur	6%	6%	6%			
Vision Insur	6%	6%	6%			
Life Insur			12%			
Sick Leave	6%	6%	6%			
Vacation	24%	18%	6%			
Retirement			12%	6%		
Child Care						
Other		6%				

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 76%
- ♦ High school or equivalent 24%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	6%	76%	18%
Training as a Substitute for Experience	50%	50%	0%

Maids and Housekeeping Cleaners

Required Skills

Ability to stand for prolonged periods
Ability to work independently
Ability to follow oral instructions
Ability to read and follow instructions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- | | |
|------------------------------|------------|
| ◆ Occupational Size: | Very Large |
| ◆ Projected Job Growth Size: | 16.7% |
| ◆ Growth: | Average |

Where the Jobs Are

General Medical and Surgical Hospital
Hotels and Motels

DOT Codes and Titles

323.687-010	Cleaners, Hospital
323.687-014	Cleaners, Housekeeping
323.687-018	Housecleaner

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|----------------------|-------------------|
| ◆ Newspaper Ads | 12/17 |
| ◆ Employee Referrals | 10/17 |
| ◆ Walk-In Applicants | 10/17 |

Additional Information

- ◆ California Occupational Guide #511
- ◆ Occupational Outlook Handbook Page #329

Maintenance Repairers-General Utility

OES Code: 851320

15 Employers Responding, 45 Jobs Represented, 42 Males, 3 Females

Description of Occupation

General Utility Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	6.50	7.50	7.00
New hires, experienced	6.50	10.80	8.00
3+yrs experience with firm	7.50	14.00	9.50
Union Wages	Range		Median
New hires, no experience	0.00	0.00	0.00
New hires, experienced	10.00	18.13	12.39
3+yrs experience with firm	12.00	19.99	13.66

Hours

Almost all of the employers state that employment is full-time, averaging 40 hours per week. Few employers stated that employment is part-time or temporary/on-call, averaging 19-20 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%		13%			
Dental Insur	27%		13%			
Vision Insur	33%		7%			
Life Insur	20%		13%		7%	
Sick Leave	33%	7%	7%			
Vacation	60%	7%	7%			
Retirement	27%		7%		7%	
Child Care			0%			
Other	13%		7%			

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 53%
- ♦ High school or equivalent 47%

Maintenance Repairers-General Utility

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	0%	20%
Training as a Substitute for Experience	20%	80%	0%

Required Skills

Organizational skills
Ability to lift 50 lbs. repeatedly
Ability to work independently
Oral communication skills
Problem solving abilities

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 15.8%
- ◆ Growth: Average

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|----------------------|-------------------|
| ◆ Newspaper Ads | 11/15 |
| ◆ Employee Referrals | 7/15 |
| ◆ Walk-In Applicants | 6/15 |

Occupational Mobility

Many firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Where the Jobs Are

Hotels and Motels
Sawmills and Planing Mills
Residential Building Construction

DOT Codes and Titles

899.261-014	Maintenance Repairers, Industrial
899.381-010	Maintenance Repairers, Building

Additional Information

- ◆ California Occupational Guide #560
- ◆ Occupational Outlook Handbook Page #368

Medical Secretaries

OES Code: 551050

15 Employers Responding, 64 Jobs Represented, 0 Male, 64 Females

Description of Occupation

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.50	7.50
New hires, experienced	6.25	9.00	8.00
3+yrs experience with firm	7.29	11.75	10.00

Hours

Most of the employers state that employment is full-time, averaging 40 hours per week: Some employers stated that employment is part-time, averaging 26 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	53%	13%	13%	7%		
Dental Insur	27%		7%	7%		
Vision Insur	33%					
Life Insur	20%					
Sick Leave	73%	7%				
Vacation	73%	13%				
Retirement	60%	7%				
Child Care						
Other	20%					

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	7%	73%
Training as a Substitute for Experience	36%	64%	0%

Medical Secretaries

Required Skills

Ability to complete and explain insurance forms
Ability to follow billing procedures
Telephone answering skills
Knowledge of medical terminology
Basic math skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 11.1%
- ◆ Growth: Slower Than Average

Where the Jobs Are

Offices and Clinics of Medical Doctors
Offices and Clinics of Dentists
General Medical and Surgical Hospital

DOT Codes and Titles

201.362-038 Medical Secretary

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	9/15
◆ Word of Mouth	7/15
◆ Walk-In Applicants	5/15
◆ Employment Development	5/15

Additional Information

- ◆ California Occupational Guide #177
- ◆ Occupational Outlook Handbook Page #304

Receptionists and Information Clerks

OES Code: 553050

13 Employers Responding, 63 Jobs Represented, 5 Males, 58 Females

Description of Occupation

Receptionists and Information Clerks answer inquiries and obtain information for general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons with the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.50	7.00
New hires, experienced	6.25	9.00	8.00
3+yrs experience with firm	7.29	11.75	9.00

Hours

Most of the employers state that employment is full-time, averaging 39 hours per week. Some employers stated that employment is part-time, averaging 26 hours per week. Few are seasonal, averaging 37 hours. Few are Temporary/On-Call, averaging 10 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	77%	23%	8%	8%		
Dental Insur	46%	15%	15%	8%	8%	
Vision Insur	46%	15%	8%			
Life Insur	54%	8%	8%			
Sick Leave	62%	23%				
Vacation	69%	31%				
Retirement	62%	23%	8%		8%	
Child Care						
Other	8%				15%	

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	62%	15%	23%
Training as a Substitute for Experience	45%	55%	0%

Receptionists and Information Clerks

Required Skills

Alphabetic and numerical filing skills
Bookkeeping skills
Telephone answering skills
Ability to work under pressure
Customer service skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many reporting they do not.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka Adult School
- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Size: 19.5%
- ♦ Growth: Faster Than Average

Where the Jobs Are

Local, State, Federal Government
Offices & Clinics of Medical Doctor
Hospitals
Business Consulting and Associations
Accounting, Auditing, & Bookkeeping

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Newspaper Ads	10/13
♦ In-House Promo/Transfer	6/13
♦ Walk-In Applicants	5/13
♦ Word of Mouth	5/13

DOT Codes and Titles

203.362-014	Credit Reporting Clerks
205.367-038	Registrar
237.367-010	Appointment Clerks
237.367-018	Information Clerks

Additional Information

- ♦ California Occupational Guide #21
- ♦ Occupational Outlook Handbook Page #284

Teachers, Preschool

OES Code: 313030

15 Employers Responding, 87 Jobs Represented, 3 Males, 84 Females

Description of Occupation

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care centers, or other child development facilities. May be required to hold a State certification.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.50	9.75	7.91
New hires, experienced	6.30	11.51	7.00
3+yrs experience with firm	7.75	14.00	8.85

Hours

Most of the employers state that employment is full-time, averaging 39 hours per week. Some employers stated that employment is part-time, averaging 23 hours per week. Few are seasonal averaging 40 hours. Few are Temporary/On-Call, averaging 8 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	27%		20%			7%
Dental Insur	20%		13%			7%
Vision Insur	7%		7%			7%
Life Insur	20%					
Sick Leave	33%	7%				7%
Vacation	33%	7%			13%	13%
Retirement	27%					
Child Care	13%	13%	20%	7%		
Other	7%	7%				

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 80%
- ♦ Associate Degree 20%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	13%	7%
Training as a Substitute for Experience	8%	92%	0%

Teachers, Preschool

Required Skills

Oral reading skills
Classroom management skills
Ability to write effectively
Problem solving skills
Understanding of a variety of cultures
Possession of a clean police record
Ability to work under pressure
Ability to exercise patience
Ability to read and follow instructions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program
- ◆ Humboldt State University
- ◆ Eureka Adult School

Please see Local Training Facilities Section for

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Size: 19.2%
- ◆ Growth: Faster Than Average

Where the Jobs Are

Child Day Care Services

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	13/15
◆ In-House Promo/Transfer	8/15
◆ College/Universities	8/15

DOT Codes and Titles

092.227-018 Teacher Preschool

Additional Information

- ◆ California Occupational Guide #275
- ◆ Occupational Outlook Handbook Page #443

Tire Repairers and Changers

OES Code: 859530

9 Employers Responding, 42 Jobs Represented, 42 Males, 0 Female

Description of Occupation

Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Includes only employees who primarily repair and change tires.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 10.00	7.50
New hires, experienced	7.00 10.00	8.00
3+yrs experience with firm	8.50 14.50	12.00

Hours

Almost all of the employers state that employment is full-time, averaging 41 hours per week. Few employers stated that employment is part-time, averaging 30 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	44%		33%	11%		
Dental Insur	44%		22%	11%	11%	
Vision Insur	22%		11%	11%		
Life Insur	22%	11%				
Sick Leave	22%	11%			11%	
Vacation	78%	11%				
Retirement	56%	11%				
Child Care						
Other	11%					

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 22%
- ♦ High school or equivalent 78%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	22%	33%	44%
Training as a Substitute for Experience	50%	50%	0%

Tire Repairers and Changers

Required Skills

Oral communication skills
Tire changing skills
Tire repairing skills
Public contact skills
Knowledge of safe equipment operating practices

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 37.5%
- ◆ Growth: Much Faster Than Average

Where the Jobs Are

Auto and Home Supply Stores
Department Stores

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants	8/9
◆ Newspaper Ads	4/9
◆ Employee Referrals	4/9

DOT Codes and Titles

915.684-010 Tire Repairer

Additional Information

- ◆ California Occupational Guide #251
- ◆ Occupational Outlook Handbook Page #490

Truck Drivers – Heavy or Tractor Trailer

OES Code: 971020

15 Employers Responding, 234 Jobs Represented, 225 Males, 9 Females

Description of Occupation

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.00	14.60	11.25
New hires, experienced	9.50	15.05	10.00
3+yrs experience with firm	10.00	17.11	14.00

Hours

Most of the employers state that employment is full-time, averaging 45 hours per week. Few employers stated that employment is part-time, averaging 20 hours per week. Some employers stated that employment was seasonal, averaging 41 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	40%		40%			
Dental Insur	33%		20%			
Vision Insur	27%		13%			
Life Insur	33%		20%			
Sick Leave	20%					
Vacation	40%					
Retirement	13%		13%			
Child Care						
Other	7%		13%			

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 60%
- ♦ High school or equivalent 40%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	67%	13%	20%
Training as a Substitute for Experience	8%	92%	0%

Truck Drivers – Heavy or Tractor Trailer

Required Skills

Ability to drive trucks long distances
Ability to lift at least 75 lbs. repeatedly
Ability to work independently
Possession of a good DMV driving record
Ability to read and follow instructions

Occupational Mobility

Some firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ♦ American Trucking School
- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Size: 14.6%
- ♦ Growth: Average

Where the Jobs Are

Local Trucking, Without Storage
Trucking, Except Local
Logging
Sawmills and Planing Mills, General

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Word of Mouth	10/15
♦ Walk-In Applicants	9/15
♦ Employee Referrals	8/15

DOT Codes and Titles

900.683-010	Concrete-Mixing Truck Drivers
902.683-010	Dump-Truck Driver
904.383-010	Tractor-Trailer-Truck Driver

Additional Information

- ♦ California Occupational Guide #255
- ♦ Occupational Outlook Handbook Page #473

Truck Drivers, Light Inc. Delivery & Route

OES Code: 971050

15 Employers Responding, 57 Jobs Represented, 45 Males, 12 Females

Description of Occupation

Light Drivers, including Delivery and Route Workers, drive vehicles with a capacity under three tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	9.00	7.00
New hires, experienced	5.75	10.22	7.67
3+yrs experience with firm	6.50	14.75	9.11

Hours

Most of the employers state that employment is full-time, averaging 42 hours per week. Few employers stated that employment is part-time, averaging 19 hours per week. Few employers stated employment is seasonal, averaging 40 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	27%	7%	53%			
Dental Insur	7%	7%	20%			
Vision Insur	7%		13%	7%		
Life Insur	33%		20%	7%		
Sick Leave	27%	7%				
Vacation	60%	7%	7%			
Retirement	7%	7%	13%		7%	
Child Care						
Other			13%			

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 33%
- ♦ High school or equivalent 67%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	27%	60%	13%
Training as a Substitute for Experience	33%	67%	0%

Truck Drivers, Light Inc. Delivery & Route

Required Skills

Ability to load and unload freight
Ability to work independently
Possession of a good DMV driving record
Ability to read and follow instructions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Size: 16.7%
- ♦ Growth: Average

Where the Jobs Are

Air Courier Service
Truck, Except Local
Logging
Sawmills and Planing Mills, General

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Word of Mouth	9/15
♦ Newspaper Ads	9/15
♦ Employee Referrals	6/15

DOT Codes and Titles

906.683-010	Food-Service Driver
906.683-018	Telephone-Directory-Distributor
906.683-022	Truck Driver, Light
913.663-018	Driver

Additional Information

- ♦ California Occupational Guide #23
- ♦ Occupational Outlook Handbook Page #473

Waiters and Waitresses

OES Code: 650080

15 Employers Responding, 176 Jobs Represented, 69 Males, 107 Females

Description of Occupation

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Does not include workers who only work at counters.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	5.75	5.75
New hires, experienced	5.75	5.75	5.75
3+yrs experience with firm	5.75	6.75	5.75

- ♦ Tips may be an added part of income.

Hours

Few of the employers state that employment is full-time, averaging 39 hours per week. Most employers stated that employment is part-time, averaging 23 hours per week. Few employers stated employment is seasonal averaging 32 hours per

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur			7%			13%
Dental Insur	7%					13%
Vision Insur	7%					13%
Life Insur			7%			13%
Sick Leave						
Vacation	7%					
Retirement						
Child Care						
Other	7%	7%				

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months. Few employers expect levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 93%
- ♦ High school or equivalent 7%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	40%	47%	13%
Training as a Substitute for Experience	0%	100%	0%

Waiters and Waitresses

Required Skills

Cash handling skills
Ability to stand continuously for 2 or more hours
Ability to work under pressure
Customer service skills
Ability to follow oral instructions
Ability to write legibly

Occupational Mobility

Most firms report they do offer promotional opportunities, with many reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 24.6%
- ◆ Growth: Much Faster Than Average

Where the Jobs Are

Eating and Drinking Places

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants	15/15
◆ Word of Mouth	11/15
◆ Employee Referrals	7/15

DOT Codes and Titles

311.477-018	Waiters/Waitress, Bar
311.477-022	Waiters/Waitress, Dining Car
311.477-026	Waiters/Waitress, Formal
311.477-026	Waiters/Waitress, Informal

Additional Information

- ◆ California Occupational Guide #42
- ◆ Occupational Outlook Handbook Page #314

Welders and Cutters

OES Code: 939140

8 Employers Responding, 44 Jobs Represented, 44 Males, 0 Female

Description of Occupation

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipeline, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.00	8.00	8.00
New hires, experienced	10.00	13.50	11.57
3+yrs experience with firm	15.00	19.00	15.00

Hours

Almost all of the employers state that employment is full-time, averaging 40 hours per week: Few employers stated that employment is part-time, averaging 10 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	38%		50%			
Dental Insur	25%		25%			
Vision Insur			13%			
Life Insur	25%					
Sick Leave						
Vacation	50%		13%			
Retirement	38%					
Child Care						
Other	13%					

Supply/Demand Assessment

Most employers expect employment levels to remain stable over the next 24 months, Some employers expect levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 63%
- ♦ High school or equivalent 38%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	88%	0%	13%
Training as a Substitute for Experience	38%	63%	0%

Welders and Cutters

Required Skills

Ability to use precision tools
 Ability to work in awkward positions
 Possession of mechanical aptitude
 Ability to read and follow instructions
 Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 12.5%
- ◆ Growth: Slower Than Average

Where the Jobs Are

Fabricated Structural Metal
 Pulp Mills
 Sawmills and Planing Mills, General
 Welding Repair

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants	7/8
◆ In-House Promo/Transfer	6/8
◆ Employee Referrals	6/8

DOT Codes and Titles

819.361-010	Welder-Fitter
819.361-014	Welder-Fitter Apprentice
819.381-010	Welder-Assembler
819.384-010	Welder, Combination
819.384-014	Welder Apprentice, Combination

Additional Information

- ◆ California Occupational Guide #84
- ◆ Occupational Outlook Handbook Page #435

Guide to Occupational Summaries 1999

Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Obtained from employer surveys, extreme wage responses not representative of most employers are omitted. Ranges reported are representative of most employers reporting. Results, including the range and the median, are reported for three levels of skills and experience defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment. It is also used when union and non-union wages differ by more than 10%.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along lower left corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

As an example regarding benefits, "7/15" should be read as "7 out of 15 employers responding to the benefits questions offer the specified benefit."

1999 benefits are shown as percentages on a graphic table. Shaded areas represent no benefits provided.

Supply/Demand Assessment

Obtained from employer survey results, the following terms refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation:

Very Difficult = Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Moderately Difficult = Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Not Difficult = Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When vacancy information is presented, **Key Terms** are applied.

Education/Training/Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employer's educational statements have been included in this report.

Key Terms: *All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%*

Guide to Occupational Summaries 1999

Employment Trends/Size

Information projecting employment levels over the next three years was obtained from employer surveys. **Key Terms** are applied.

EDD Occupational Projections

The term (small, medium, large, or very large) used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 68

Medium = 68 – 136

Large = 137 – 295

Very Large = 296 and above

Recruitment Methods

This data is obtained from employer surveys, and presented in ratios similar to that of the benefits section. Therefore, “9/12” should be read as “9 out of 12 employers responding to this question use the specified method as one of their primary recruitment methods.”

1999 shows only the top three recruitment methods.

Occupational Mobility

Data in this section is also obtained from employer surveys. **Key Terms** are applied. It should be kept in mind that the possibility of promotional and advancement varies considerably between employers.

Training Opportunities

When applicable, training programs offered within Humboldt County are listed. A more detailed description of these programs can be obtained from the Vocational Training Directory published by the Employment Training Department of Humboldt County, or by contacting the schools or associations directly. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Section in the back of this book.

Where the Jobs Are

This information is compiled from EDD’s projected Humboldt County employment data. Common industrial groups employing workers in the specified occupations are listed.

DOT Codes and Titles

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES-defined occupation can be matched to a number of related DOT-defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed.

Additional Information

Unions: Union percentages are based on employer surveys. **Key Terms** are applied.

Occupational Outlook Handbook: This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

CA Occupational Guides: Further information on each occupation can also be found in these guides published by EDD.

Animal Caretakers

OES Code: 790170

15 Employers Responding, 84 Jobs Represented, 24 Male, 60 Females

Description of Occupation

Animal Caretakers feed, water, groom, exercise, or otherwise care for small or large animals, fish, or birds in zoos, circuses, pounds, laboratories, animal hospitals, aquariums, kennels, or stables. They clean and repair cages, pens, or fish tanks. They administer tests to experimental animals or give treatment to sick or injured animals, and keep records of feedings, tests, and treatments, and of animals received and discharged.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	6.25	5.75
New hires, experienced	5.75	7.50	6.00
3+ yrs experience with firm	6.00	10.00	8.00

Hours

Many jobs are full-time, averaging 40 hours per week, many jobs are part-time, averaging 24 hours per week; few jobs are temporary/on call, averaging 10 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	27%		7%	7%		
Dental Insur	13%	7%		7%		
Vision Insur	7%	7%		7%		
Life Insur			7%	7%		
Sick Leave	27%	20%				
Vacation	33%	33%				
Retirement			7%	13%		
Child Care						
Other						

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants

Employer Requirements

Minimum level of education for most recent hires.

- ◆ Less than high school 67%
- ◆ High school or equivalent 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	27%	53%
Training as a Substitute for Experience	53%	20%	0%

Animal Caretakers

Required Skills

Record keeping skills
Ability to apply sterilization techniques
Ability to write effectively
Ability to lift at least 50 lbs. repeatedly
Public contact skills
Ability to work independently
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt State University

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Small
- ◆ Projected Job Growth Rate: 57.1%
- ◆ Growth: Much faster than average

Where the Jobs Are

Agricultural Services
Commercial Sports
Local Government
Education Public and Private
Museum/Botanical/Zoological Gardens

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Employee Referrals: 8/15
- ◆ Newspaper Ads: 8/15
- ◆ Walk-In Applicants: 13/15

DOT Codes and Titles

410.674-010 Animal Caretaker
410.674-022 Stable Attendant
412.674-010 Animal Keeper
412.674-014 Animal Nursery Worker

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page #336

Assemblers & Fabricators

(Except machine, electrical, electronic, and precision)

OES Code: 939560

13 Employers Responding, 129 Jobs Represented, 67 Male, 62 Females

Description of Occupation

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools, and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine, and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

Wages/Benefits

Level of Skill	Range		Median
New hires, no experience	5.75	6.75	6.00
New hires, experienced	5.75	9.00	7.50
3+yrs experience with firm	7.00	13.50	10.00

- ♦ Some employers offer bonuses.

Hours

Most jobs are full-time, averaging 40 hours per week, few jobs are seasonal, averaging 40 hours per week; few jobs are part-time, averaging 25 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	54%		23%			
Dental Insur	23%		15%			
Vision Insur			8%			
Life Insur	23%		15%			
Sick Leave	31%	8%				
Vacation	69%	8%				
Retirement	38%					
Child Care						
Other						

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next 24 months, with many expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 46%
- ♦ High school or equivalent 54%

Assemblers & Fabricators

(Except machine, electrical, electronic, and precision)

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	38%	23%	38%
Training as a Substitute for Experience	60%	40%	0%

Required Skills

Ability to use hand tools
 Good hand-eye coordination
 Ability to stand for 2 or more hours
 Ability to lift at least 50 lbs. repeatedly
 Ability to perform routine, repetitive work
 Basic math skills
 Ability to read and follow instruction

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 13.0%

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals:	10/13
◆ Newspaper Ads:	10/13
◆ Walk-In Applicants:	7/13

Occupational Mobility

Some firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Where the Jobs Are

Motor Vehicle and Equipment
 Wholesale Trade, Other
 Misc. Plastic Product
 Personnel Supply Services
 Medical Instruments and Supplies

DOT Codes and Titles

518.684-022	Wax- Pattern Assembler
580.684-010	Blocker, Hand I
580.684-014	Blocker, Hand II
585.687-022	Patcher
669.364-010	Inspector, Assembly

Additional Information

- ◆ California Occupational Guide # n/a
- ◆ Occupational Outlook Handbook page # n/a

Automotive Mechanics

OES Code: 853020

15 Employers Responding, 87 Jobs Represented, 87 Male, 0 Female

Description of Occupation

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.60	9.38	8.00
New hires, experienced	8.00	13.00	10.00
3+yrs experience with firm	11.00	20.00	15.00

Hours

Almost all jobs are full-time, averaging 40 hours per week, few jobs are part-time, averaging 25 hours per week; few jobs are seasonal.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	60%		20%		7%	
Dental Insur	47%		20%		7%	
Vision Insur	27%		7%		7%	
Life Insur	47%		13%		13%	
Sick Leave	20%				7%	
Vacation	73%				7%	
Retirement	33%		7%		13%	
Child Care						
Other	13%				7%	

♦ *Some employers offer 401K plans.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 60%
- ♦ High school or equivalent 40%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	60%	13%	27%
Training as a Substitute for Experience	38%	62%	0%

Automotive Mechanics

Required Skills

Ability to operate electronic automotive diagnostic equipment
Ability to implement safe work practices
Ability to tune up engines
Arc welding skills
Certified in Auto Service Excellence (ASE)
Ability to work independently
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 19.6%
- ◆ Growth: Faster than average rate

Where the Jobs Are

Automobile Dealers-New Cars
Service Stations-Gasoline & Oil
Transmission –Automobile
Automobile Repair & Service
Engine Tuning
Automobile Motor Rebuilding
Automobile Radiator-Repairing

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants:	13/15
◆ Newspaper Ads:	11/15
◆ In-House Promo/Transfer	8/15

DOT Codes and Titles

620.261-012	Automobile-Mechanic Apprentice
620.261-030	Automobile-Service-Station mechanic
620.261-034	Automotive-Cooling-System Diagnostic

Additional Information

- ◆ California Occupational Guide #24
- ◆ Occupational Outlook Handbook Page #354

Bakers – Bread & Pastry

OES Code: 650210

15 Employers Responding, 123 Jobs Represented, 74 Male, 49 Females

Description of Occupation

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.00	6.00
New hires, experienced	5.75	8.00	7.25
3+yrs experience with firm	7.50	11.75	8.50

Hours

Most jobs are full-time, averaging 40 hours per week, Some jobs are part-time, averaging 26 hours

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 53%
- ♦ High school or equivalent 47%

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	33%		27%	7%	7%	
Dental Insur	27%		27%		7%	
Vision Insur	13%		13%		7%	
Life Insur	13%		20%		7%	
Sick Leave	27%		7%		7%	
Vacation	53%	7%	7%		7%	
Retirement	27%		20%	7%	7%	
Child Care						
Other	13%					

- ♦ Some employers offer 401K plans.

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	7%	27%	67%
Training as a Substitute for Experience	64%	36%	0%

Bakers – Bread & Pastry

Required Skills

Mastery of baking equipment
Pastry making skills
Ability to stand for 2 or more hours
Ability to lift at least 25 lbs. repeatedly
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 25.0%
- ◆ Growth: Much faster than average

Where the Jobs Are

Doughnut-Manufacturers
Bread & Other Bakery Prod-Except Cookies
Cookies & Cracker Manufacturers
Frozen Bakery Products-Except Bread
Bakers-Wholesale

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants:	13/15
◆ In-House Promo/Transfer:	10/15
◆ Newspaper Ads:	7/15

DOT Codes and Titles

313.361-010	Baker, Second
313.361-038	Pie Maker
313.381-010	Baker
313.381-018	Cook Apprentice, Pastry
313.381-026	Cook, Pastry

Additional Information

- ◆ California Occupational Guide #330
- ◆ Occupational Outlook Handbook Page #312

Bartenders

OES Code: 650050

15 Employers Responding, 60 Jobs Represented, 29 Male, 31 Females

Description of Occupation

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	10.00	7.75
New hires, experienced	5.75	10.75	7.75
3+yrs experience with firm	5.75	13.00	9.00

- ♦ Tips are a possible added part of income.

Hours

Some jobs are full-time, averaging 40 hours per week, Most jobs are part-time, averaging 24 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur			13%			
Dental Insur			7%			
Vision Insur						
Life Insur						
Sick Leave						
Vacation	7%	7%				
Retirement						
Child Care						
Other			7%			

- ♦ Some employers offer an IRA.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 67%
- ♦ High school or equivalent 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	47%	13%	40%
Training as a Substitute for Experience	15%	85%	0%

Bartenders

Required Skills

Cash handling skills
 Knowledge of drink recipes
 Ability to tolerate cigarette smoke
 Good memory skills
 Ability to stand for 2 or more hours
 Public contact skills
 Ability to work under pressure
 Ability to deal effectively with difficult individuals
 Basic math skills
 Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 9.2%
- ◆ Growth: Slower than average

Where the Jobs Are

Restaurants
 Caterers
 Bars
 Cocktail Lounge
 Night Club
 Pubs
 Comedy Clubs

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Word of Mouth:	9/15
◆ Employee Referrals:	10/15
◆ Walk-In Applicants:	14/15

DOT Codes and Titles

312.474-010	Bartender
312.477-010	Bar Attendant
312.677-010	Taproom Attendant

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #314

Bus & Truck Mechanics & Diesel Engine Specialists

OES Code: 853110

15 Employers Responding, 74 Jobs Represented, 74 Males, 0 Female

Description of Occupation

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	7.00	13.00	8.00
New hires, experienced	9.00	14.00	10.00
3+yrs experience with firm	12.00	19.00	13.00
Union Wages	Range		Median
New hires, no experience	0.00	0.00	0.00
New hires, experienced	10.00	14.00	12.48
3+yrs experience with firm	13.47	24.00	16.17

Hours

Almost all jobs are full-time, averaging 41 hours per week, Few jobs are part-time, averaging 20 hours per

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	80%		13%	7%		
Dental Insur	60%		7%			
Vision Insur	53%		7%			
Life Insur	13%		13%			
Sick Leave	27%					
Vacation	60%		7%	7%		
Retirement	40%					
Child Care						
Other	13%		7%			

- ♦ Some employers offer 401K plans.

Supply/Demand Assessment

All employers expected employment levels to remain stable over the next 24 months. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 27%
- ♦ High school or equivalent 73%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	73%	13%	13%
Training as a Substitute for Experience	31%	69%	0%

Bus & Truck Mechanics & Diesel Engine Specialists

Required Skills

Ability to repair diesel engines
Knowledge of basic auto mechanics
Shop math skills
Ability to implement safe work practices
Ability to use hand tools
Ability to lift at least 75 lbs. repeatedly
Public contact skills
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 16.1%

Where the Jobs Are

Local/Long Distance Trucking
Education, Public and Private
Motor Vehicle, Parts, & Supplies
Local Government, except Educ./Hospital
Automotive Repair Shops
Machinery, Equipment, and Supplies

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Word of Mouth:	7/15
◆ Newspaper Ads:	9/15
◆ Walk-In Applicants:	11/15

DOT Codes and Titles

620.281-046	Maintenance Mechanic
620.281-050	Mechanic, Industrial Truck
620.281-058	Tractor Mechanic
625.281-010	Diesel Mechanic
325.281-014	Diesel Mechanic Apprentice

Additional Information

- ◆ California Occupational Guide #251
- ◆ Occupational Outlook Handbook Page #356

Cabinetmakers & Bench Carpenters

OES Code: 893110

1 Employers Responding, 82 Jobs Represented, 78 Male, 4 Females

Description of Occupation

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.00	7.00
New hires, experienced	6.00	10.00	8.00
3+yrs experience with firm	9.00	14.00	10.00

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 25 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	31%		15%			
Dental Insur	8%		8%			
Vision Insur	8%					
Life Insur	15%		8%			
Sick Leave	15%					
Vacation	38%	8%	8%			
Retirement	8%					
Child Care						
Other	8%		8%			

- ♦ Some employers offer an IRA's & paid holidays

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 62%
- ♦ High school or equivalent 38%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	31%	0%	69%
Training as a Substitute for Experience	31%	69%	0%

Cabinetmakers & Bench Carpenters

Required Skills

Knowledge of geometry
Shop math skills
Ability to read blueprint
Ability to read working drawings
Cost estimating skills
Finish carpentry skills
Ability to lift at least 50 lbs. repeatedly
Ability to work independently
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program
- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 38.8%
- ◆ Growth: Much faster than average

Where the Jobs Are

Lumber Manufacturers
Sawmills
Railroad Ties-Manufacturers
Wood Sawing
Sawmills & Planning Mills-General
Furniture Frames
Wood Turning

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Word of Mouth:	6/13
◆ Walk-In Applicants:	8/13
◆ Newspaper Ads:	10/13

DOT Codes and Titles

660.280-010	Cabinet makers
660.280-014	Cabinetmakers Apprentice
760.684-010	Bench Carpenter

Additional Information

- ◆ California Occupational Guide #23
- ◆ Occupational Outlook Handbook Page #445

Carpenters

OES Code: 871020

14 Employers Responding, 137 Jobs Represented, 135 Male, 2 Females

Description of Occupation

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	7.00	6.50
New hires, experienced	7.00	12.00	10.00
3+yrs experience with firm	11.00	16.92	14.00

Hours

Almost all jobs are full-time, averaging 40 hours per week, Few jobs are part-time, averaging 23 hours per week

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	64%					
Dental Insur	21%					
Vision Insur	14%					
Life Insur	36%					
Sick Leave	14%					
Vacation	43%					
Retirement	21%					
Child Care						
Other						

Employer Requirements

Minimum level of education for most recent hires.

- ◆ Less than high school 43%
- ◆ High school or equivalent 57%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	86%	7%	7%
Training as a Substitute for Experience	31%	69%	0%

Carpenters

Required Skills

Shop math skills
Ability to read blueprints
Ability to use drafting tools
Cost estimating skills
Finish carpentry skills
Ability to climb to high places
Ability to lift at least 50 lbs. repeatedly
Ability to work independently
Oral communication skills
Possession of agility and coordination

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School

Please see Local Training Facilities Section for

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Rate: 9.7%
- ♦ Growth: Slower than average

Where the Jobs Are

Patio Builders
Garage Builders
General Contractors
Carports
Home Improvements
Home Builders

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Newspaper Ads:	7/14
♦ Walk-In Applicants	9/14
♦ In-House Promo/Transfer	10/14

DOT Codes and Titles

806.281-058	Carpenter, Prototype
806.281-010	Carpenter, Maintenance
860.281-014	Carpenter, Ship
860.361-010	Boatbuilder, Wood
860.361-014	Boatbuilder Apprentice, Wood

Additional Information

- ♦ California Occupational Guide #169
- ♦ Occupational Outlook Handbook Page #389

General Office Clerk

OES Code: 871020

1 Employers Responding, 58 Jobs Represented, 2 Male, 56 Females

Description of Occupation

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.44	7.00
New hires, experienced	7.00	10.00	8.00
3+yrs experience with firm	8.00	12.00	10.00

Hours

Almost all jobs are full-time, averaging 39 hours per week, Few jobs are part-time, averaging 27 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	53%	7%	27%	7%		
Dental Insur	53%	7%	13%		7%	
Vision Insur	47%	7%	7%			
Life Insur	33%	7%	7%		7%	
Sick Leave	47%	7%				
Vacation	87%	13%				
Retirement	33%		7%			
Child Care					7%	
Other	7%					

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	27%	7%	67%
Training as a Substitute for Experience	64%	36%	0%

General Office Clerk

Required Skills

Record keeping skills
Alphabetic and numeric filing skills
English grammar, spelling, and punctuation skills
Telephone answering skills
Ability to write effectively
Ability to perform routine repetitive work
Public contact skills
Basic math skills
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities..

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 8.8%
- ◆ Growth: Slower than average

Where the Jobs Are

Motor Vehicle Dealers
Government Offices-US
Education, Public/Private
Hospitals, Public/Private

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|------------------------------|-------------------|
| ◆ Employee Referrals: | 8/15 |
| ◆ Newspaper Ads: | 10/15 |
| ◆ Walk-In Applicants: | 10/15 |

DOT Codes and Titles

209.362-030	Congressional-District Aide
209.562-010	Clerk, General
219.362-010	Administrative Clerk
219.362-022	Clerk, Telegraph Service
219.362-026	Contract Clerk, Automobile

Additional Information

- ◆ California Occupational Guide #295
- ◆ Occupational Outlook Handbook Page #279

Guards and Watch Guards

OES Code: 630470

5 Employers Responding, 332 Jobs Represented, 255 Male, 77 Females

Description of Occupation

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules. They guard property against fire, theft, vandalism, and illegal entry. They direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.00	6.35
New hires, experienced	5.75	8.50	6.50
3+yrs experience with firm	7.00	12.00	7.50

Hours

Some jobs are full-time, averaging 40 hours per week. Most jobs are part-time, averaging 30 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	60%	40%				
Dental Insur	60%	40%				
Vision Insur	60%	40%				
Life Insur	60%	40%				
Sick Leave	40%	20%				
Vacation	60%	60%				
Retirement	20%	20%				
Child Care						
Other	20%	20%				

- ♦ Some employers offer 401K plans, G.E.D

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with many expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 60%
- ♦ High school or equivalent 40%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	60%	40%
Training as a Substitute for Experience	100%	0%	0%

Guards and Watch Guards

Required Skills

Ability to follow security protection procedures
Ability to administer emergency first aid
Bondable
Security guard registration (Guard Card)
Ability to write effectively
Possession of a clean police record
Public contact skills
Ability to work independently
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 38.7%
- ◆ Growth: Much faster than average

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals:	4/5
◆ Newspaper Ads:	4/5
◆ Employment Development	4/5

Where the Jobs Are

Electric companies
Security Guard & Patrol Services
Detective agencies
Miscellaneous Business Services
Education, Public/Private
Hospital Public/Private
Department Stores

DOT Codes and Titles

372.563-010 Armored-Car Guard and Driver
372.567-010 Armored Car Guard
372.667-010 Airline Security Representative
372.667-014 Bodyguard

Additional Information

- ◆ California Occupational Guide #75
- ◆ Occupational Outlook Handbook Page #343

Human Service Workers

OES Code: 273080

16 Employers Responding, 231 Jobs Represented, 78 Male, 153 Females

Description of Occupation

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	10.87	6.15
New hires, experienced	6.50	11.58	9.54
3+yrs experience with firm	8.00	14.37	10.65

Hours

Many jobs are full-time, averaging 39 hours per week, Many jobs are part-time, averaging 25 hours per week. Few jobs are temporary/on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	63%	19%	6%	13%		
Dental Insur	63%	13%		6%		
Vision Insur	50%	6%		6%		
Life Insur	44%	6%			6%	6%
Sick Leave	69%	38%		6%		
Vacation	69%	38%		6%		
Retirement	50%	19%		6%		
Child Care						
Other	6%					

- ♦ Some employers offer paid holidays.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 50%
- ♦ Associate Degree 25%
- ♦ Bachelor Degree 19%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	50%	13%	38%
Training as a Substitute for Experience	29%	71%	0%

Human Service Workers

Required Skills

Record keeping skills
Ability to interview others for information
Ability to write effectively
Understanding a variety of cultures
Willingness to work with close supervision
Ability to work independently
Ability to think logically
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Rate: 77.3%
- ♦ Growth: Much faster than average

Where the Jobs Are

Individual & Misc. Social Services
Local Government, except Educ/Hospital
Residential Care
State Government, except Educ/Hospital
Health and Allied Services, NEC
Job Training Related Services

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants:	7/16
♦ Newspaper Ads:	12/16
♦ In-House Promo/Transfer	13/16

DOT Codes and Titles

195.367-010	Case Aide
195.367-014	Management Aide
195.367-022	Food-Management Aide
195.367-034	Social-Services Aide

Additional Information

- ♦ California Occupational Guide #n/a
- ♦ Occupational Outlook Handbook Page #154

Janitors and Cleaners

(Except Maids & Housekeeping Cleaners)

OES Code: 670050

13 Employers Responding, 153 Jobs Represented, 103 Male, 50 Females

Description of Occupation

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	5.75	7.00	6.00
New hires, experienced	5.85	7.00	6.50
3+yrs experience with firm	6.40	10.00	7.66

Union Wages	Range		Median
New hires, no experience	5.75	9.06	7.80
New hires, experienced	6.25	9.99	9.10
3+yrs experience with firm	7.50	11.29	10.54

Hours

Most jobs are full-time, averaging 40 hours per week, Some jobs 25 hours per week. Few jobs are temporary/on call, seasonal are part-time, averaging .

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	54%			8%		
Dental Insur	54%			8%		
Vision Insur	46%			8%		
Life Insur	23%					
Sick Leave	54%	8%		8%		
Vacation	69%	15%		8%	8%	8%
Retirement	38%		8%	8%		
Child Care						
Other	15%					

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately not to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 62%
- ♦ High school or equivalent 38%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	62%	38%
Training as a Substitute for Experience	60%	40%	0%

Janitors and Cleaners

(Except Maids & Housekeeping Cleaners)

Required Skills

Ability to operate floor polishing equipment
Understanding of cleaning compounds and solutions
Window washing skills
Ability to shampoo carpets
Lift at least 100 lbs. repeatedly
Ability to work independently
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 5.9%
- ◆ Growth: Slower than average rate

Where the Jobs Are

Service to buildings
Education, Public/Private
Hotel and other lodging places
Hospital, Public/Private
Religious Organizations
Nursing & Personal Care Facilities

DOT Codes and Titles

358.687-010	Change-House Attendant
381.687-014	Cleaner, Commercial/Industrial
381.687-018	Cleaner, Industrial
381.687-022	Cleaner, Laboratory Equipment
381.687-026	Cleaner, Wall

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants:	8/13
◆ Employee Referrals:	9/13
◆ News Paper Ads	10/13

Additional Information

- ◆ California Occupational Guide #88
- ◆ Occupational Outlook Handbook Page #329

Licensed Vocational Nurses

OES Code: 325050

14 Employers Responding, 80 Jobs Represented, 14 Male, 66 Females

Description of Occupation

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.08	11.39	9.95
New hires, experienced	8.48	13.00	10.84
3+yrs experience with firm	11.83	14.00	12.64

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 26 hours per week. Few are temporary/on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	54%	8%	23%	15%		
Dental Insur	46%	8%	23%	8%		
Vision Insur	46%	8%	15%	8%		
Life Insur	46%	8%	8%	8%		
Sick Leave	38%	8%	8%			
Vacation	54%	15%	15%			
Retirement	46%	8%	15%			
Child Care						
Other	8%					

Employer Requirements

Minimum level of education for most recent hires.

- ◆ Less than high school 14%
- ◆ High school or equivalent 64%
- ◆ Associate Degree 21%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	57%	21%	21%
Training as a Substitute for Experience	18%	82%	0%

Licensed Vocational Nurses

Required Skills

Ability to follow laboratory procedures
Ability to provide personal service to patients
Record keeping skills
Ability to administer injections
Ability to take vital signs
Knowledge of medical terminology
Ability to handle crisis situations
Basic math skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt State University

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 16.3%
- ◆ Growth: Faster than average rate

Where the Jobs Are

Nursing Homes
Skilled Nursing Care Facilities
Intermediate Care Facilities
Hospices
Medical Centers
Hospitals
Emergency Medical & Surgical Services
Psychiatric hospitals

DOT Codes and Titles

079.374-014 Nurse, Licensed Practical

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|--------------------------|-------------------|
| ◆ Walk-In Applicants: | 5/14 |
| ◆ Colleges/Universities: | 5/14 |
| ◆ Word of Mouth | 8/14 |
| ◆ Newspaper Ads: | 12/14 |

Additional Information

- ◆ California Occupational Guide #313
- ◆ Occupational Outlook Handbook Page #21

Loan and Credit Clerks

OES Code: 531210

11 Employers Responding, 34 Jobs Represented, 3 Male, 31 Females

Description of Occupation

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.50	8.16
New hires, experienced	8.63	18.22	10.67
3+yrs experience with firm	10.00	20.62	12.00

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 31 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	73%	9%	9%			
Dental Insur	64%		9%			
Vision Insur	55%		9%			
Life Insur	45%		9%			
Sick Leave	73%	18%				
Vacation	91%	18%				
Retirement	55%	9%	9%	9%		
Child Care	9%					
Other	9%					

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 82%
- ♦ Bachelors Degree 18%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	45%	9%	45%
Training as a Substitute for Experience	70%	30%	0%

Loan and Credit Clerks

Required Skills

Record keeping skills
Business math skills
Ability to use a calculator
Ability to interview others for information
Ability to perform detailed clerical work
Telephone answering skills
Public contact skills
Ability to work under pressure
Customer service skills
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt State University
- ◆ Eureka Adult School
- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 11.3%
- ◆ Growth: Slower than average rate

Where the Jobs Are

Commercial/Savings/Credit Banks
Mortgage Bankers and Brokers
Personal Credit Institutions
Federal/Business Credit Agencies

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals:	6/11
◆ In-House Promo/Transfer:	3/11
◆ Newspaper Ads:	8/11

DOT Codes and Titles

205.367-022	Credit Clerk
219.362-038	Mortgage- Closing Clerk
219.367-046	Disbursement Clerk
249.362-014	Mortgage Clerk
249.362-018	Mortgage Loan Closer

Additional Information

- ◆ California Occupational Guide #526
- ◆ Occupational Outlook Handbook Page #285

Medical Assistants

OES Code: 660050

15 Employers Responding, 72 Jobs Represented, 4 Male, 68 Females

Description of Occupation

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.00	8.50	7.50
New hires, experienced	7.00	10.00	8.50
3+yrs experience with firm	8.50	12.00	10.50

Hours

Most jobs are full-time, averaging 40 hours per week, Some jobs are part-time, averaging 26 hours per week. Few jobs are temporary/on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%	13%	20%			
Dental Insur	13%	13%	20%			
Vision Insur	13%	7%	13%			
Life Insur	27%	7%	13%			
Sick Leave	73%	20%				
Vacation	80%	20%				
Retirement	40%	13%	13%	7%		
Child Care						
Other	13%	7%	7%			

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with some expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 92%
- ♦ Bachelors Degree 7%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	67%	7%	27%
Training as a Substitute for Experience	43%	57%	0%

Medical Assistants

Required Skills

Ability to complete and explain medical insurance forms
Ability to apply sterilization techniques
Understanding of inventory techniques
Ability to follow billing procedures
Knowledge of medical terminology
Ability to handle crisis situations
Basic math skills
Oral communication skills
Telephone answering skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program
- ◆ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 24.5%
- ◆ Growth: Much faster than average rate

Where the Jobs Are

Offices, Physicians & Osteopaths
Offices, Other Health Practitioners
Hospitals, Public/Private
Nursing and Personal Care Facilities
Health and Allied Services, NEC

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals:	10/15
◆ Newspaper Ads:	10/15
◆ Walk-In Applicants:	10/15

DOT Codes and Titles

079.364-010 Chiropractic Assistant
079.374-018 Podiatric Assistant

Additional Information

- ◆ California Occupational Guide #513
- ◆ Occupational Outlook Handbook Page #318

Pharmacy Technician

OES Code: 325180

14 Employers Responding, 48 Jobs Represented, 8 Male, 40 Females

Description of Occupation

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next 24 months, with many expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.00	11.00	9.00
New hires, experienced	7.00	12.00	10.00
3+yrs experience with firm	9.00	15.00	12.13

Hours

Most jobs are full-time, averaging 40 hours per week, Some jobs are part-time, averaging 23 hours per week

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	64%		21%	14%		
Dental Insur	57%		21%	7%		
Vision Insur	29%		14%			
Life Insur	14%		14%	7%		
Sick Leave	57%		21%	14%		
Vacation	71%	7%	14%	7%		
Retirement	7%		14%	7%		
Child Care			7%			
Other	7%					

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 79%
- ♦ Associates Degree 14%
- ♦ Bachelors Degree 7%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	57%	14%	29%
Training as a Substitute for Experience	50%	50%	0%

Pharmacy Technician

Required Skills

Knowledge of chemical compounds
Ability to calculate weight & measurement
Ability to apply sterilization techniques
Ability to measure and calculate using metrics
Ability to accurately record and report information
Ability to pay attention to detail
Public contact skills
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Small
- ◆ Projected Job Growth Rate: 16.7%
- ◆ Growth: Faster than average rate

Where the Jobs Are

Drug Stores
Federal Government
Grocery Stores
Department Stores
Wholesale Trade, Other
Non-Store Retailers
General Merchandise Stores

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|-----------------------|-------------------|
| ◆ Employee Referrals: | 10/15 |
| ◆ Newspaper Ads: | 10/15 |
| ◆ Walk-In Applicants: | 10/15 |

DOT Codes and Titles

074.382-010 Pharmacy Technician

Additional Information

- ◆ California Occupational Guide #456
- ◆ Occupational Outlook Handbook Page #488

Plumbers, Pipefitters, & Steamfitters

OES Code: 875020

11 Employers Responding, 77 Jobs Represented, 75 Male, 2 Females

Description of Occupation

Plumbers, Pipefitters, and Steamfitters assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next 24 months, with many expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.25	10.00	7.50
New hires, experienced	6.50	13.00	10.00
3+yrs experience with firm	9.00	25.00	14.41

- ♦ Some employers offer bonuses.

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 20 hours per week. Few jobs are seasonal.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	55%		9%			
Dental Insur	27%					
Vision Insur	18%					
Life Insur	27%					
Sick Leave						
Vacation	73%					
Retirement	18%					
Child Care						
Other	18%					

- ♦ Some employers offer 401K plans, profit sharing.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 36%
- ♦ High school or equivalent 64%

Work Experience and Training

	YES	NO	Preferred
Work Experience	45%	18%	36%
Training as a Substitute for	56%	44%	0%

Plumbers, Pipefitters, & Steamfitters

Required Skills

Ability to read blueprints
Ability to use hand tools
Cost estimating skills
Pipefitting Skills
Understanding of building codes
Ability to lift at least 50 lbs. repeatedly
Public contact skills
Ability to work independently
Basic math skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt Regional Occupational Program
- ◆ Central Labor Union

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 14.4%
- ◆ Growth: Average rate

Where the Jobs Are

Plumbing, Heating, and Air-Conditioning
Heavy Construction, except Highway
Non-Residential Building Construction
Misc. Special Trade Contractors
Local Government, except Educ/Hospital

DOT Codes and Titles

862.361-010	Furnace Installer
862.281-010	Coppersmith
862.281-014	Coppersmith Apprentice
862.281-022	Pipe Fitter
826.281-026	Pipe Fitter Apprentice

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|-----------------------|-------------------|
| ◆ Newspaper Ads: | 4/11 |
| ◆ Walk-In Applicants: | 8/11 |
| ◆ Employee Referrals: | 9/11 |

Additional Information

- ◆ California Occupational Guide #173
- ◆ Occupational Outlook Handbook Page #404

Printing Press Machine Operators and Tenders

OES Code: 925430

11 Employers Responding, 32 Jobs Represented, 29 Male, 3 Females

Description of Occupation

Printing Press Machine Operators and Tenders operate or tend various types of printing machines, such as offset lithographic presses, letter or letterpress presses, and flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.00	7.50	7.00
New hires, experienced	6.00	10.93	9.50
3+ yrs experience with firm	11.00	15.00	14.00

- Some employers offer bonuses.

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 30 hours per week. Few jobs are temporary/on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	73%	9%	18%			
Dental Insur	36%		27%		9%	
Vision Insur	36%		27%			
Life Insur	45%		18%			
Sick Leave	55%		9%			
Vacation	73%		9%			
Retirement	27%		9%			
Child Care			9%			
Other						

Employer Requirements

Minimum level of education for most recent hires.

- Less than high school 64%
- High school or equivalent 36%

Work Experience and Training

	YES	NO	Preferred
Work Experience	73%	18%	9%
Training as a Substitute for	33%	67%	0%

Printing Press Machine Operators and Tenders

Required Skills

Ability to use computer-controlled presses
 Ability to use printing inks
 Possession of good color perception
 Ability to stand for 2 or more hours
 Ability to perform precision work
 Possession of mechanical aptitude
 Public contact skills
 Ability to work independently
 Basic math skills
 Oral communication skills

Occupational Mobility

Most firms report they do offer promotional opportunities, some many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Small
- ◆ Projected Job Growth Rate: 12.0%
- ◆ Growth: Slower than average rate

Where the Jobs Are

Commercial Printing/Business Forms
 Paperboard Containers and Boxes
 Misc. Converted Paper Products
 Newspaper
 Mail/Reproduction/Stenographic Svcs.
 Books

DOT Codes and Titles

649.685-038	Embossing Machine Tender
651.582-010	Proof-Press Operator
651.582-014	Lithographic-Proofer Apprentice
651.585-010	Assistant Press Operator
651.682-014	Offset-Duplicating-Machine Operator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ In-House Promo/Transfer: 6/11
- ◆ Walk-In Applicants: 6/11
- ◆ Employee Referrals: 7/11
- ◆ Newspaper Ads: 8/11

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #446

Secretaries (Except legal & medical)

OES Code: 551080

15 Employers Responding, 69 Jobs Represented, 3 Male, 66 Females

Description of Occupation

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	7.00	9.00	8.00
New hires, experienced	6.33	10.00	8.75
3+yrs experience with firm	6.90	14.38	10.63

Union Wages	Range		Median
New hires, no experience	8.00	8.00	8.00
New hires, experienced	8.62	10.00	9.77
3+yrs experience with firm	10.00	11.02	10.77

Hours

Almost all jobs are full-time, averaging 39 hours per week, Few jobs are part-time, averaging 30 hours per week. Few jobs are temporary/on call.

Benefits Offered

Benefits	Employer		Share of		Employee	
	FT	PT	FT	PT	FT	PT
Med. Insur	73%		7%			
Dental Insur	47%		7%			
Vision Insur	40%					
Life Insur	27%					
Sick Leave	60%					
Vacation	60%					
Retirement	40%		7%		7%	
Child Care						
Other	7%					

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is ,moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ◆ Less than high school 13%
- ◆ High school or equivalent 80%
- ◆ Associates Degree 7%

Work Experience and Training

	YES	NO	Preferred
Work Experience	73%	13%	13%
Training as a Substitute for	31%	69%	0%

Secretaries (Except legal & medical)

Required Skills

Alphabetic and numeric filing skills
 Proofreading skills
 Ability to use spreadsheet software
 Ability to use word processing software
 English grammar, spelling, and punctuation skills
 Telephone answering skills
 Ability to write effectively
 Ability to maintain an appointment calendar
 Basic math skills
 Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Eureka Adult School
- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information .

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 13.9%
- ◆ Growth: Average rate

Where the Jobs Are

Education, Public/Private
 Personnel Supply Services
 Local Government, except Educ/Hospital
 Wholesale Trade Other
 Hospital, Public Private
 State Government, except Educ/Hospital
 Federal Government

DOT Codes and Titles

201.162-010	Social Secretary
201.362-018	Membership secretary
201.362-022	School Secretary
201.362-026	Script secretary
201.362-030	Secretary

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Employee Referrals: 6/15
- ◆ Walk-In Applicants: 6/15
- ◆ In-House Promo/Transfer: 6/15
- ◆ Word of Mouth: 7/15
- ◆ Newspaper Ads: 14/15

Additional Information

- ◆ California Occupational Guide #128
- ◆ Occupational Outlook Handbook Page #304

Stock Clerks-Stockroom, Warehouse, Storage Yard

OES Code: 850230

15 Employers Responding, 158 Jobs Represented, 75 Male, 83 Females

Description of Occupation

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.50	6.00
New hires, experienced	5.75	8.50	7.00
3+yrs experience with firm	6.50	11.00	8.00

Hours

Many jobs are full-time, averaging 40 hours per week. Many jobs are part-time, averaging 25 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	60%	7%	40%	7%		
Dental Insur	47%		27%	7%		
Vision Insur	27%		7%	7%		
Life Insur	20%	7%			7%	7%
Sick Leave	40%	20%	7%			
Vacation	80%	20%	13%			
Retirement	33%		13%	7%		
Child Care						
Other	20%					

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ◆ Less than high school 67%
- ◆ High school or equivalent 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience	0%	73%	27%
Training as a Substitute for	100%	0%	0%

Stock Clerks-Stockroom, Warehouse, Storage Yard

Required Skills

Ability to operate a fork lift
Record keeping skills
Understanding of inventory techniques
Labeling skills
Ability to stock shelves
Ability to lift at least 50 lbs. repeatedly
Public contact skills
Ability to work independently
Basic math skills
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information .

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 1.8%
- ◆ Growth: Slower than average rate

Where the Jobs Are

Grocery Stores
Department Stores
Wholesale Trade, Other
Misc. Shopping Goods Stores
Drug Stores & Proprietary Stores
Lumber & Other Building Materials

DOT Codes and Titles

219.387-026	Space-and-Storage Clerks
219.387-030	Stock Control Clerk
221.587-018	Odd-Piece Checker
221.587-022	Outsole Scheduler
222.167-010	Metal-Control Coordinator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|----------------------------|------------|
| ◆ In-House Promo/Transfer: | 14/15 |
| ◆ Walk-In Applicants: | 13/15 |
| ◆ Employee Referrals: | 9/15 |

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #336

Survey Methodology

Occupation Selection

Occupations for this study were selected by a steering committee composed of area employers, union representatives, educators, and trainers in consultation with EDD and the Employment Training Department of Humboldt County.

The main criteria used in selecting occupations were:

1. Occupations should have a substantial employment base in the county.
2. A majority of the occupations surveyed should typically require no more than two years of formal training.
3. Employees should be able to obtain a potential wage of at least \$6.25 per hour with 6 months experience.

Definition of Occupations

The method for classifying jobs used in this study is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include bus driver, firefighter, typist and baker.

Employer Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw an employer sample representative of the industries employing workers in each study occupation.

Industries are classified by the Standard Industrial Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. There are nine major industry groups: agriculture, mining, construction, manufacturing, transportation, communications, wholesale and retail trade, finance, and services. Every firm in the state is classified in one or more of these industry categories, according to the products they produce or services they provide.

The Labor Market Information Division (LMID) staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each occupation studied. For example, a medical secretary would generally work for a firm classified in the health services category, whereas a typist may be scattered across several industries including health services, retail trade, manufacturing, etc.

This was considered for each occupation when establishing the sample of employers who would receive questionnaires. This sample was carefully reviewed and employers were added and deleted, as appropriate, to obtain a sample of 40 employers for each occupation, whenever possible.

Survey Methodology

Questionnaire Development

EDD developed the questionnaire used for this study.
(See the Sample Survey in the back of this book.)

Tabulations and Results

Questionnaire responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final Occupational Summaries were prepared. Information for specific employers is and will remain strictly confidential, with only summary results being published.

Survey Procedures

Employers selected for the sample were mailed questionnaires with a cover letter explaining the study and a postage-paid return envelope.

Returned questionnaires were checked by ETD staff for completeness and accuracy.

Employers returning incomplete or potentially inaccurate questionnaires were contacted by phone for clarifying information.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone and encouraged to return the questionnaires.

A fifty-percent rate of return for complete and accurate questionnaires was set as an employer "response goal." In cases where questionnaires were refused or not returned in a reasonable amount of time, additional similar employers not in the original sample were identified and substituted.

Local Training Facilities Guide

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

American Truck School

2404 Sandy Prairie Drive
Fortuna, CA 95540
Phone (707) 725-1824
Fax (707) 725-1921

Occupational Title: BUS DRIVERS
Training Program(s): Truck, Bus and Other Commercial Vehicle Operator

Career Academy

3300 Broadway, Suite 402
Eureka, California 95501
Phone (707) 445-5773
Fax (707) 445-5753
Email mrhodes@thecareeracademy.com
[Http://www.thecareeracademy.com](http://www.thecareeracademy.com)

California Training Center

129 5th Street
Eureka, CA 95501
Phone (707) 476-0567
Fax (707) 442-3011
<http://www.cal-training.com>
Email Nebulon6@pacbell.net

Occupational Title: COMPUTER SUPPORT SPECIALISTS, COMPOSITOR, COMPUTER ANIMATORS AND COMPUTER AIDED AUDIO/VISUAL ENGINEERS
Training Program(s): Business Systems Networking and Telecommunications

Century 21 of the West Inc.

591 South Fortuna Boulevard
Fortuna, CA 95540
Phone (707) 725-4456
Fax (707) 725-4470
<http://www.northcoast.com/~c21debet>
E-mail c21debet@northcoast.com

College of the Redwoods

Eureka Campus

7351 Tompkins Hill Road
Eureka, CA 95501
Phone (707) 445-6700
Fax (707) 476-4400

<http://www.redwoods.cc.ca.us/>

Email admissions@mail.redwoods.cc.ca.us

Occupational Title BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

Training Program(s): Accounting Technician

Occupational Title: PURCHASING MANAGERS

Training Program(s): Business Administration and Management, General

Occupational Title: REGISTERED NURSES

Training Program(s): Nursing (R.N. Training)Nursing, Other

Occupational Title: SHIPPING, RECEIVING, AND TRAFFIC CLERKS

Training Program(s) General Office/Clerical and Typing Services

Occupational Title: CHILD CARE WORKERS

Training Program(s) Early Childhood Education (ECE)

Occupational Title: COMPUTER AIDED DESIGN TECHNICIANS (CAD)

Training Programs(s) Drafting Technology

Occupational Title: COMPUTER SUPPORT SPECIALIST

Training Program(s) Computer Electronics Tech

Occupational Title: INTERNET WEBSITE DESIGNER / DEVELOPER (WEBMASTERS)

Training Program(s) Multimedia Communications (MMC) Computer Information Systems (CIS)

Occupational Title: OFFICE MANAGERS

Training Program(s) Business, Managing-Office Environment

Occupational Title: REPORTERS AND CORRESPONDENTS

Training Program(s) Journalism

Occupational Title: WELFARE ELIGIBILITY WORKERS AND INTERVIEWERS

Training Program(s) Human Services related courses

Local Training Facilities Guide

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Fredrick & Charles Beauty College

831 F Street
Eureka, CA 95501
Phone (707) 443-2733
Fax (707) 443-1245
Email fcbeauty@northcoast.com

H & R Block Tax Training School

1605 Myrtle Avenue
Eureka, CA 95501
Phone (707) 443-5616
Fax (707) 443-5600
Email n/a

Dell'Arte School of Physical Theatre

131 H Street
P. O. Box 816
Blue Lake, CA 95525-0816
Phone (707) 668-5663
Fax (707) 668-5665
<http://www.dellarte.com>
Email dellarte@aol.com

Heartwood Institute Ltd.

220 Harmony Lane
Garberville, CA 95542
Phone (707) 923-5000
Fax (707) 923-5010
<http://www.heartwoodinstitute.com>
Email enroll@heartwoodinstitute.com

Eureka City Schools Adult Education

674 Allard Avenue #63
Eureka, CA 95503
Phone (707) 441-2448
Fax (707) 442-1403
<http://www.eurekacityschools.org>
Email griffith@eurekacityschools.org

Occupational Title: BOOKKEEPING, ACCOUNTING,
AND AUDITING CLERKS

Training Program(s): Accounting, Other

Occupational Title: BUS DRIVERS

Training Program(s): Truck, Bus and Other Commercial
Vehicle Operator

Occupational Title: SHIPPING, RECEIVING, AND
TRAFFIC CLERKS

Training Program(s): General Office/Clerical and Typing
Services

Humboldt Bay Barber College

139 Fifth Street
Eureka, CA 95501
Phone (707) 444-8833
Fax (707) 444-8838
Email jimwadd@humboldt1.com

Local Training Facilities Guide

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Humboldt State University

1 Harpst Street
Arcata, CA 95521-8299
Phone (707) 826-4402 M-F 8:00 am-5:00 pm
Main Fax (707) 826-6194
<http://www.humboldt.edu/>
Email hsuinfo@laurel.humboldt.edu

Occupational Title: PURCHASING MANAGERS
Training Program(s): Business Administration and Management, General

Occupational Title: REGISTERED NURSES
Training Program(s): Nursing (R.N. Training)

Occupational Title: REPORTERS AND CORRESPONDENTS
Training Program(s): Mass Communications Journalism

Occupational Title: WELFARE ELIGIBILITY WORKERS
AND INTERVIEWERS
Training Program(s): Social Work

Northern Humboldt Union High School Adult Education

2755 McKinleyville Avenue
McKinleyville, CA 95519
Phone (707) 839-6460
Fax (707) 839-6457
<http://www.nohum.k12.ca.us>
Email blanzi@northcoast.com

Occupational Title: BUS DRIVERS
Training Program(s): Truck, Bus and Other Commercial Vehicle Operator

Occupational Title: SALESPERSONS, RETAIL
Training Program(s): General Selling Skills and Sales Operations

Occupational Title: SHIPPING, RECEIVING, AND
TRAFFIC CLERKS
Training Program(s): General Office/Clerical and Typing Services

Loving Hands Institute of Healing Arts

639 Eleventh Street
Fortuna, CA 95540
Phone (707) 725-9627
Fax (707) 725-2471
<http://www.lovinghandsinstitute.com>
Email skyhawk@northcoast.com

Humboldt Regional Occupational Program

901 Myrtle Avenue
Eureka, CA 95501
Phone (707) 445-7018
Fax (707) 445-7143
<http://www.humboldt.k12.ca.us/>
Email jholcombe@humboldt.k12.ca.us

Occupational Title: CHILD CARE WORKERS
Training Program(s): Child Care and Guidance Workers and Managers, General

Occupational Title: FIREFIGHTERS
Training Program(s): Fire Science/Firefighting

Occupational Title: FOOD PREPARATION WORKERS
Training Program(s): Food Caterer

Occupational Title: SALESPERSONS, RETAIL
Training Program(s): General Selling Skills and Sales Operations

Local Unions of Humboldt County

California School Employees Assn.

1178 Gassoway Rd.
McKinleyville, CA 95519
Phone # (707) 839-0516

California State Employees Assn.

840 E St.
Eureka, CA 95501
Phone # (707) 445-0772

Carpenters Union Local #751

840 E St.
Eureka, CA 95501
Phone # (707) 442-4286

Carpenter Training Committee

Randy Gourley
800 Chadbourne Rd. Suite A
Fairfield, CA. 94585
Phone # (707) 399-2880

Humboldt County Public

Employees' Assn. AFSCME Local 1684

James Smith
840 E Street Suite 7
Eureka, CA 95501
Phone # (707) 443-7371

International Longshoremen and Warehousemen's Union #14

1126 5th Street
Eureka, CA 95501
Phone # (707) 442-0490

International Brotherhood of Painters and Allied Trades #1034

840 E St.
Eureka, CA 95501
Phone # (707) 442-5284

Laborers Local No. 139

David M. Wiseman
Labor Temple
9th & E St.
Eureka, CA 95501
Phone # (707) 443-8588

Machinists' Local 1596

840 E St.
Eureka, CA 95501
Phone # (707) 443-9181

Operating Engineers Local No. 3

William Burns
2806 Broadway
Eureka, CA 95501
Phone # (707) 443-7328

Operative Plasterer's & Cement

Masons Union Local 335

840 E St.
Eureka, CA 95501
Phone # (707) 444-8197

Plumbers and Steamfitters Local 290

Sid Berg
20210 S.W. Teton Ave.
Tualatin, OR 97062
Main Office # (503) 691-5700
Long Distance # 1-800-452-2912
Fax # (503) 691-0626
Eureka Phone # (707) 442-4680

Redwood Empire Electrical

Training Trust

William Campbell (Training Director)
1700 Corby Ave., Suite F
Santa Rosa, CA 95407
Phone # (707) 523-3837
Fax # (707) 523-3829
Email: sbcglobal.net
[Http://www.ibewlocal551.org/apprentice.html](http://www.ibewlocal551.org/apprentice.html)

Redwood Local 49 Assn. Of Western

Pulp & Paper Workers

1720 Victor Blvd.
Eureka, CA 95501
Phone # (707) 442-2289

Teamsters Organizing Committee

840 E St.
Eureka, CA 95501
Phone # (707) 443-1667

United Food & Commercial

Workers Union Local 101

Fred Pepper
840 E St., Suite 8
Eureka, CA 95501
Phone # (707) 442-1751
Fax # (707) 442-9572

United Domestic Workers of

America

840 E St.
Eureka, CA 95501
Phone # (707) 445-3115

Woodworkers Lodge

4700 Valley East Blvd.
Arcata, CA 95521
Phone # (707) 822-4663

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation:		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation?	Number of Employees: _____	
b. In this occupation, how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation, how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation, is prior experience in this occupation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred	
If yes or preferred, how much experience in this occupation is required/preferred?	_____ (months)	
Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

